

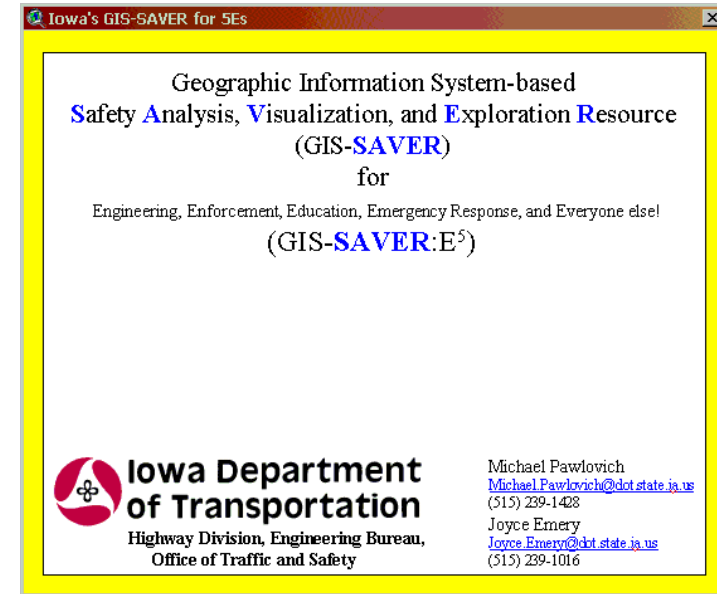
Geographic Information System-based Safety Analysis, Visualization, and Exploration Resource (GIS-SAVER)

for

Engineering, Enforcement, Education, Emergency response, and Everyone else!

(GIS-SAVER:E⁵)

September 17, 2002



Highway Division, Engineering Bureau,
Office of Traffic and Safety

Phone: (515) 239-1557 Fax: (515) 239-1891


Contacts:

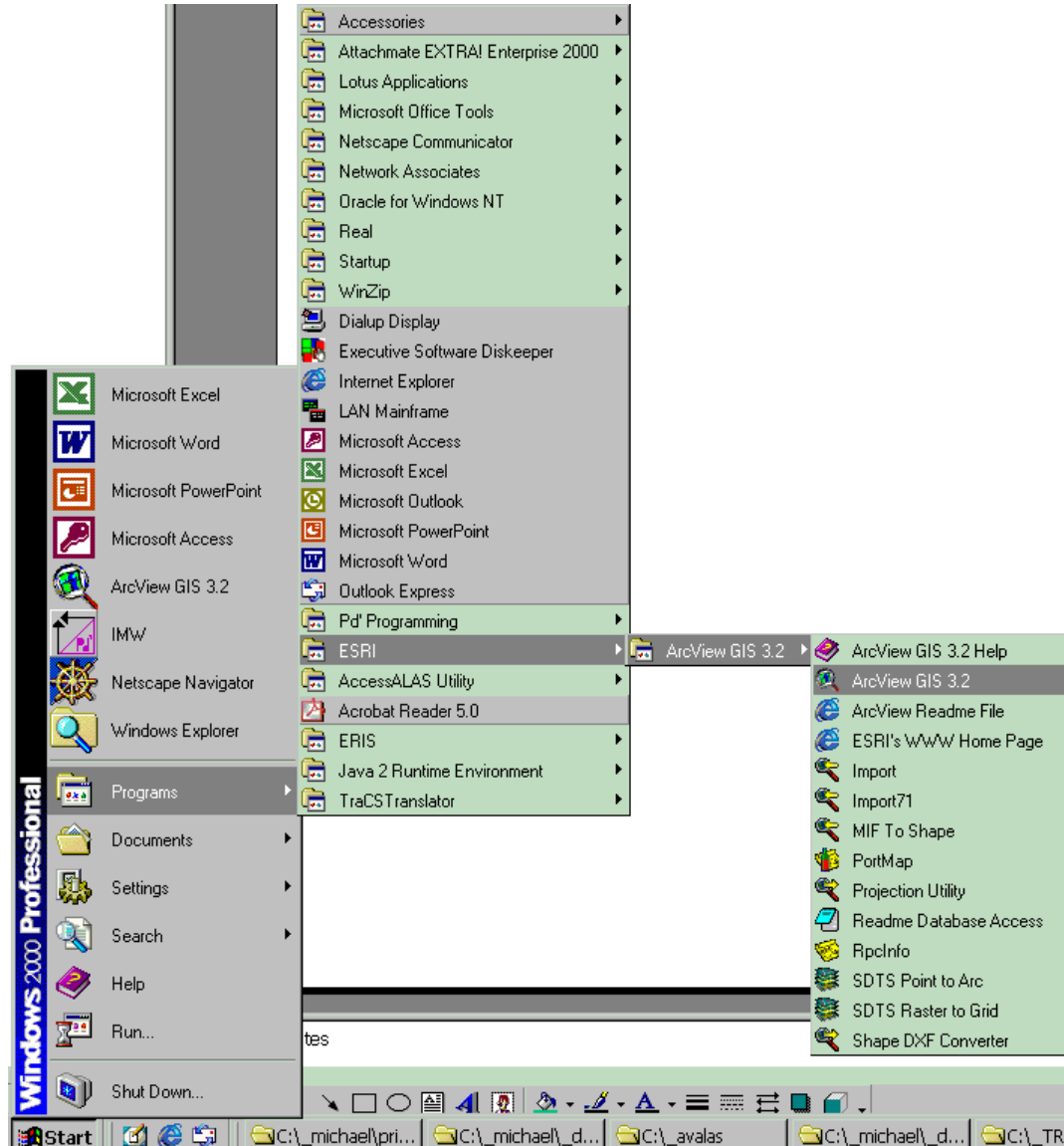
Technical: Michael D. Pawlovich
Michael.Pawlovich@dot.state.ia.us
(515) 239-1428

General: Joyce Emery
Joyce.Emery@dot.state.ia.us
(515) 239-1016

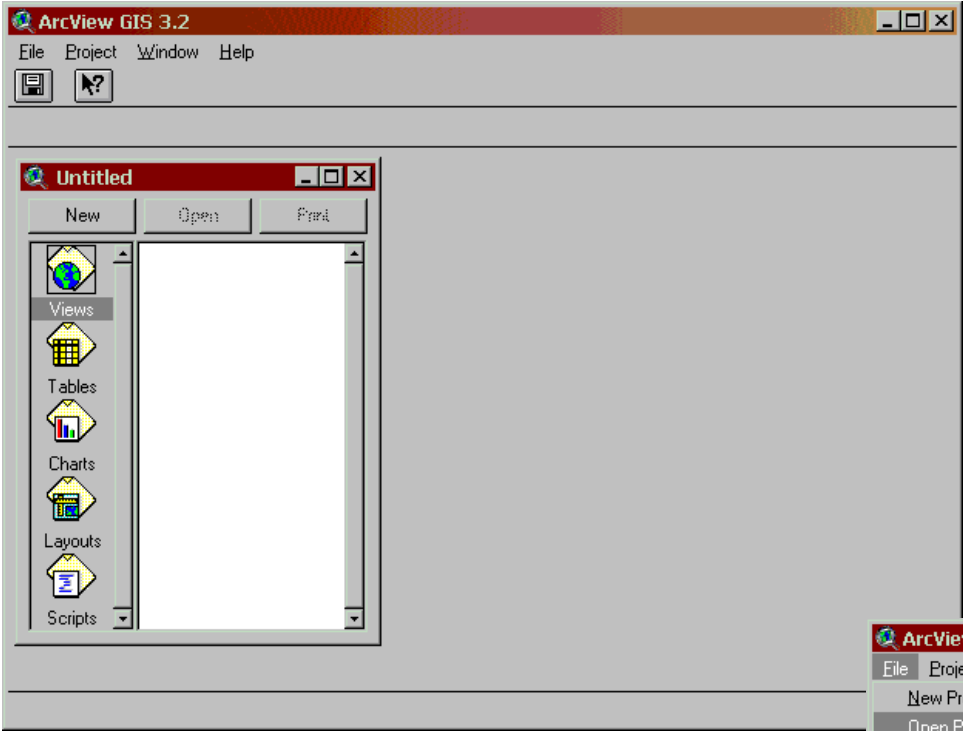
Open ArcView using the ArcView GIS 3.2 icon  on your desktop

ArcView GIS
3.2

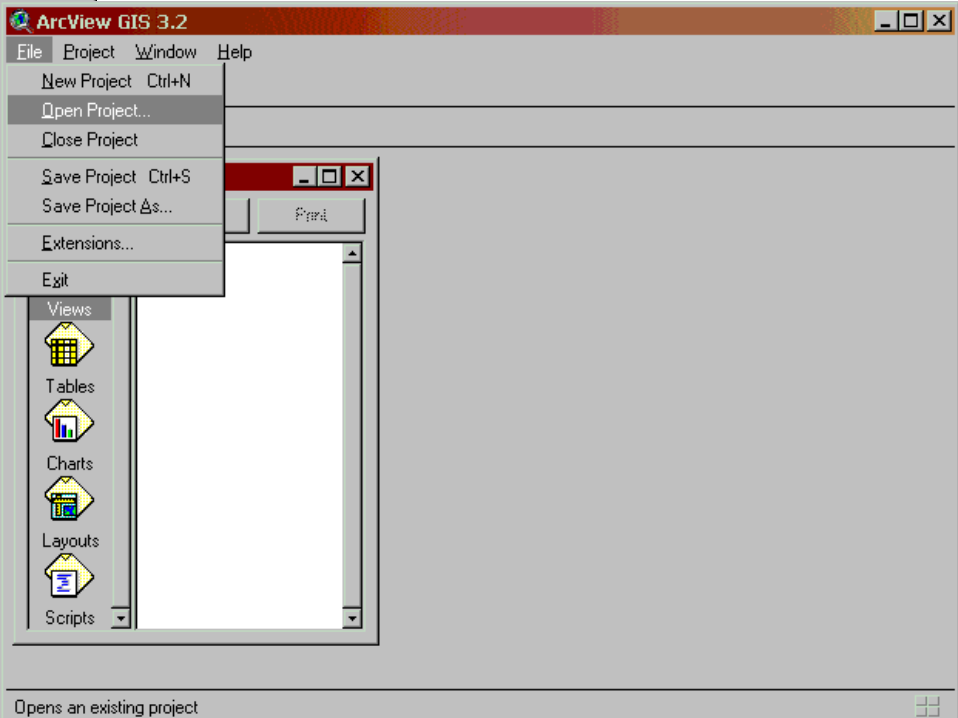
or, using the Start  button in the lower left of your desktop, select Start > Programs > ESRI > ArcView GIS 3.2 > ArcView GIS 3.2 as shown:



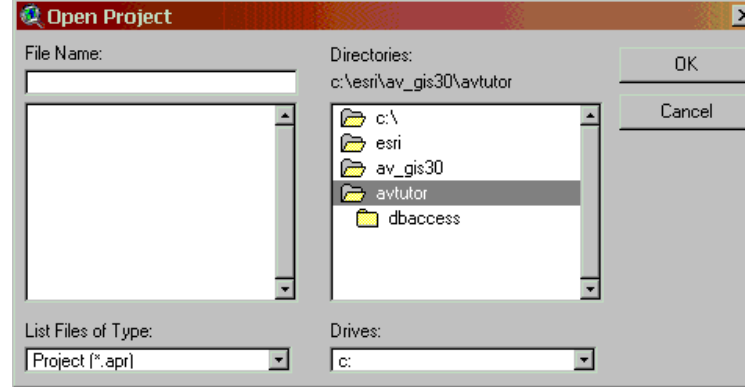
The ArcView window should open:



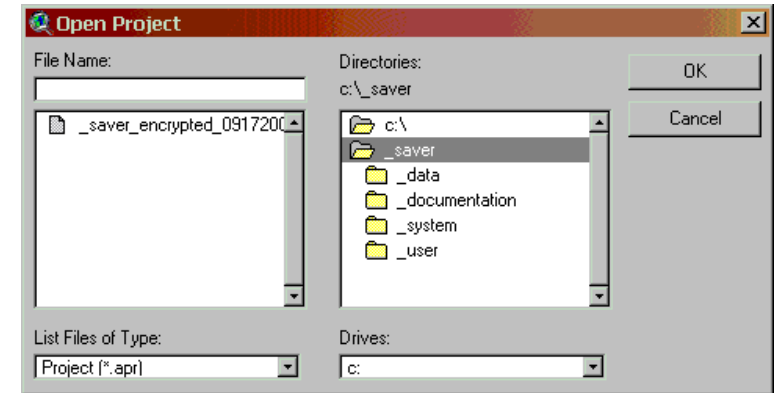
Select File > Open Project as shown:



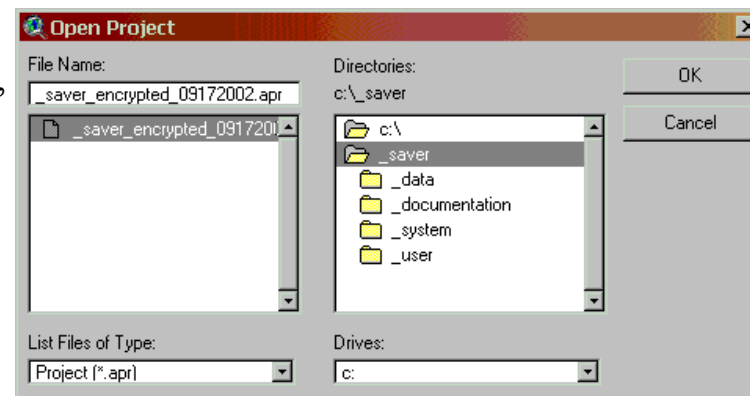
The Open Project dialog will appear:



Set the directory to “c:_saver\” by first double-clicking on “c:\” and then double-clicking on “_saver”:

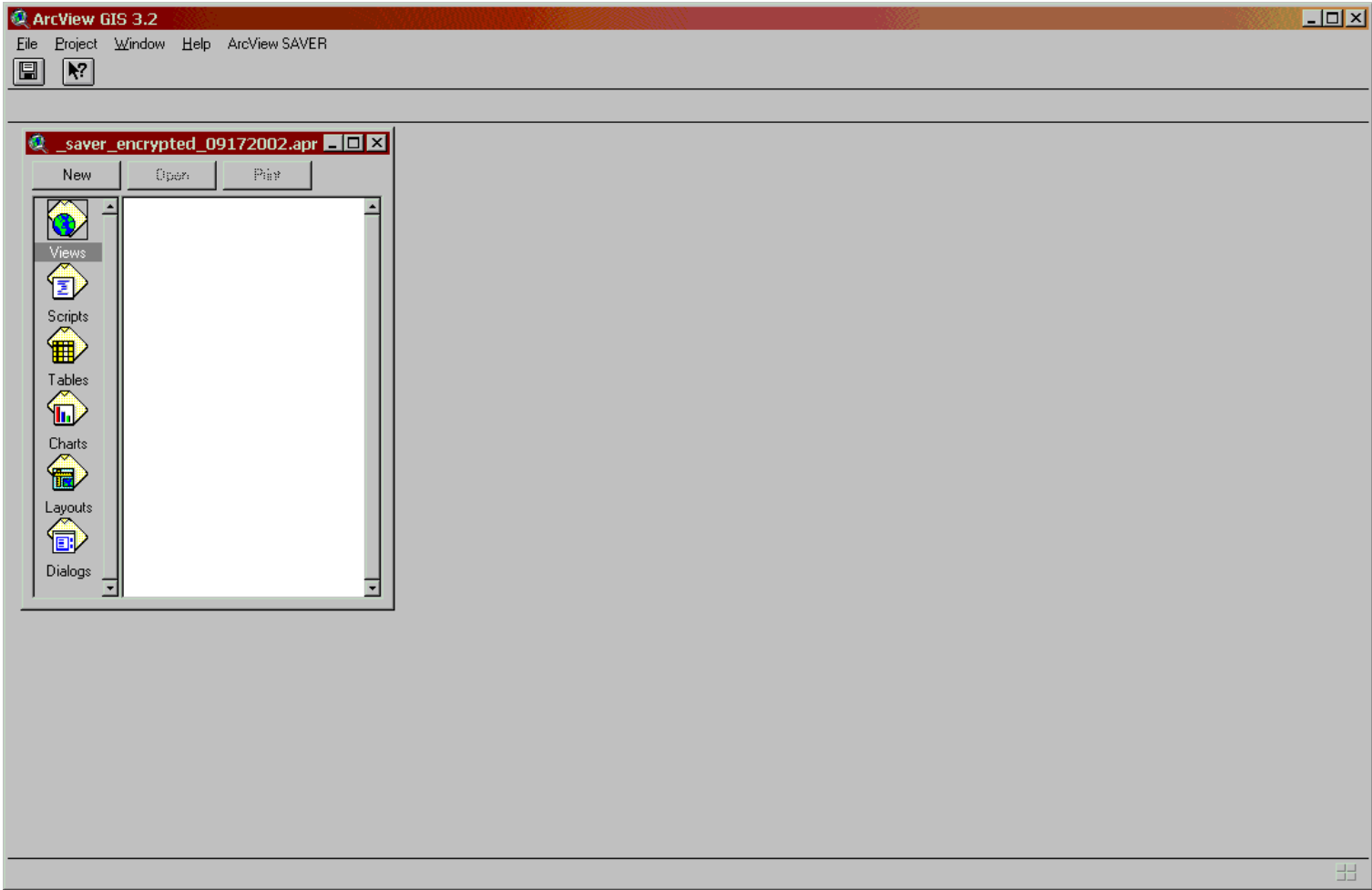




Click on the **latest version** of “_saver_encrypted_<date>.apr” (in this case, “_saver_encrypted_09172002.apr”):



The filename will appear in the box above. Click on the OK button.

The ArcView window will change, displaying the SAVER options:

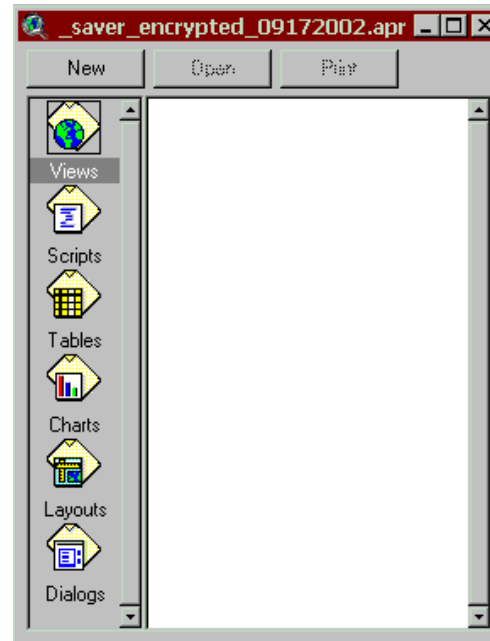


Initially, the SAVER project may appear on only a portion of your screen or, depending on your screen resolution, it may extend off the screen. To maximize the SAVER project, click on the maximize  button in the upper right of the SAVER project screen. To save the project so that it will always maximize upon opening, click on the Save Project  button.

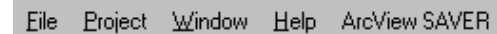
Upon opening the SAVER project, two changes occurred:

1. The Project dialog changed name from “Untitled” to “_saver_encrypted_<date>.apr”:

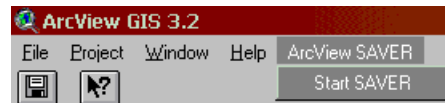
The Project dialog allows quick access to many of the documents in ArcView. However, in most cases when using SAVER, sticking with the dialogs (as discussed within this manual) is usually the best choice.



2. A menu item (ArcView SAVER) was added to the menubar:




Clicking on the ArcView SAVER menu exposes one menu option, Start SAVER:

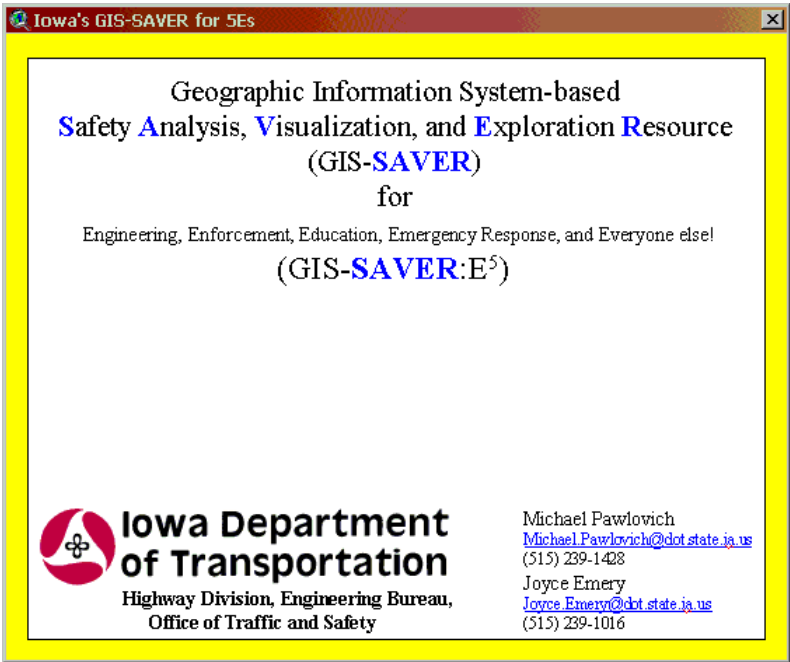


Selecting Start SAVER will produce a little bit of a wait the first time you do so each session. This is normal. The program is “cataloguing” the available data files so that, throughout the session, it only provides those choices that are available given the data on your computer.

Clicking on the Start SAVER option produces two results:

1. The SAVER logo screen appears:

The SAVER logo screen will remain for 10 seconds or until the Close  button in the upper right of the logo screen is clicked.



2. The SAVER about screen appears:

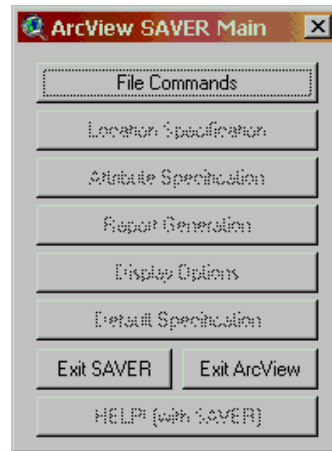
The about screen displays contact information for SAVER.



Click the Continue  button.

Clicking on the Continue  button will cause the following dialogs to appear:

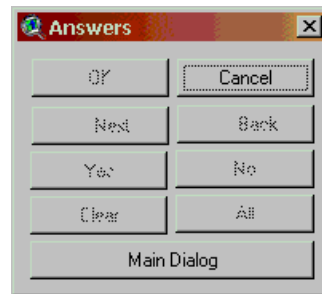
1. The Main dialog:



The Main dialog is the main operational dialog for all SAVER options. This dialog is the starting point for all SAVER operations.

BTW...The Project dialog box will remain open. This is okay. It isn't needed for SAVER operation but is useful for ArcView operations in general.

2. The Answers dialog:



The Answers dialog is the dialog which allows progression throughout the SAVER options and provides answers to SAVER options.

From this point a user may select from one of several options: select File Commands, Exit ALAS, Exit ArcView, Cancel the dialogs, or return to the Main Dialog (the current screens).

Before describing the File Commands selection, the other options will be described:

1. Exit ALAS – Closes the SAVER project but leaves the ArcView window open.
2. Exit ArcView – Closes ArcView.
3. Cancel – Closes the dialogs but leaves the SAVER project open.
4. Main Dialog – Returns to the Main dialog or re-opens the Main dialog.

Clicking on File Commands opens the File Commands dialog:

The File Commands dialog is, similar to a File menu for most software, the place from which to perform file operations, including opening, closing, saving, and creating new documents. Three options should be selectable at this point: New Map, Save Project, and Open Project.



Before describing the New Map option, the other options will be described:

1. Save Project – Saves the SAVER project with the current settings. (Change the filename if you do this.)
2. Open Project – Opens the open project dialog, allowing selection and opening of saved projects.

Clicking on New Map opens the New Map dialog:



The New Map dialog provides opportunity for selection of available jurisdiction types – city, county, Metropolitan Planning Organization (MPO), Regional Planning Affiliation (RPA), Iowa Department of Transportation (DOT) District, Iowa State Patrol District, Statewide, and Corridor. Currently, only the County files are available.

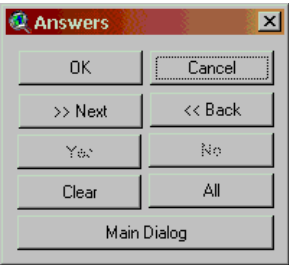
Click on County.

Clicking on County results in the appearance of Counties dialog:

The Counties dialog will only display the counties loaded onto the computer.



and the Answers dialog changes as well:



To select a county or counties, click on the square(s) in front of the county name(s). All counties can be selected by clicking on the All button (not recommended as it will take a long time). The selection can be cleared by clicking the Clear button or clicking on checkboxes that have been selected.

For example, Marshall and Story are selected here, indicating interest in opening these counties in one map View:

Counties

Which Counties?

<input type="checkbox"/> Adair	<input type="checkbox"/> Davis	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Pocahontas
<input type="checkbox"/> Adams	<input type="checkbox"/> Decatur	<input type="checkbox"/> Johnson	<input type="checkbox"/> Polk
<input type="checkbox"/> Allamakee	<input type="checkbox"/> Delaware	<input type="checkbox"/> Jones	<input type="checkbox"/> Pottawattamie
<input type="checkbox"/> Appanoose	<input type="checkbox"/> Des Moines	<input type="checkbox"/> Keokuk	<input type="checkbox"/> Poweshiek
<input type="checkbox"/> Audubon	<input type="checkbox"/> Dickinson	<input type="checkbox"/> Kossuth	<input type="checkbox"/> Ringgold
<input type="checkbox"/> Benton	<input type="checkbox"/> Dubuque	<input type="checkbox"/> Lee	<input type="checkbox"/> Sac
<input type="checkbox"/> Black Hawk	<input type="checkbox"/> Emmet	<input type="checkbox"/> Linn	<input type="checkbox"/> Scott
<input type="checkbox"/> Boone	<input type="checkbox"/> Fayette	<input type="checkbox"/> Louisa	<input type="checkbox"/> Shelby
<input type="checkbox"/> Bremer	<input type="checkbox"/> Floyd	<input type="checkbox"/> Lucas	<input type="checkbox"/> Sioux
<input type="checkbox"/> Buchanan	<input type="checkbox"/> Franklin	<input type="checkbox"/> Lyon	<input checked="" type="checkbox"/> Story
<input type="checkbox"/> Buena Vista	<input type="checkbox"/> Fremont	<input type="checkbox"/> Madison	<input type="checkbox"/> Tama
<input type="checkbox"/> Butler	<input type="checkbox"/> Greene	<input type="checkbox"/> Mahaska	<input type="checkbox"/> Taylor
<input type="checkbox"/> Calhoun	<input type="checkbox"/> Grundy	<input type="checkbox"/> Marion	<input type="checkbox"/> Union
<input type="checkbox"/> Carroll	<input type="checkbox"/> Guthrie	<input checked="" type="checkbox"/> Marshall	<input type="checkbox"/> Van Buren
<input type="checkbox"/> Cass	<input type="checkbox"/> Hamilton	<input type="checkbox"/> Mills	<input type="checkbox"/> Wapello
<input type="checkbox"/> Cedar	<input type="checkbox"/> Hancock	<input type="checkbox"/> Mitchell	<input type="checkbox"/> Warren
<input type="checkbox"/> Cerro Gordo	<input type="checkbox"/> Hardin	<input type="checkbox"/> Monona	<input type="checkbox"/> Washington
<input type="checkbox"/> Cherokee	<input type="checkbox"/> Harrison	<input type="checkbox"/> Monroe	<input type="checkbox"/> Wayne
<input type="checkbox"/> Chickasaw	<input type="checkbox"/> Henry	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Webster
<input type="checkbox"/> Clarke	<input type="checkbox"/> Howard	<input type="checkbox"/> Muscatine	<input type="checkbox"/> Winnebago
<input type="checkbox"/> Clay	<input type="checkbox"/> Humboldt	<input type="checkbox"/> O'Brien	<input type="checkbox"/> Winnishiek
<input type="checkbox"/> Clayton	<input type="checkbox"/> Ida	<input type="checkbox"/> Osceola	<input type="checkbox"/> Woodbury
<input type="checkbox"/> Clinton	<input type="checkbox"/> Iowa	<input type="checkbox"/> Page	<input type="checkbox"/> Worth
<input type="checkbox"/> Crawford	<input type="checkbox"/> Jackson	<input type="checkbox"/> Palo Alto	<input type="checkbox"/> Wright
<input type="checkbox"/> Dallas	<input type="checkbox"/> Jasper	<input type="checkbox"/> Plymouth	

Select the county(ies) of interest and then click the OK button or the >>Next button on the Answers dialog.

Note: Selection of Marshall and Story is not required. However, all further examples will be run using these counties.

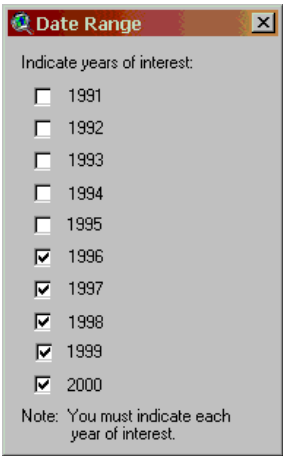
After clicking on OK or >>Next, the Date Range dialog will appear:



The Date Range dialog will only display the last 10 years worth of data loaded onto the computer.

To select a year or years, click on the square(s) in front of the year(s). All years can be selected by clicking on the All button. The selection can be cleared by clicking the Clear button or clicking on checkboxes that have been selected.

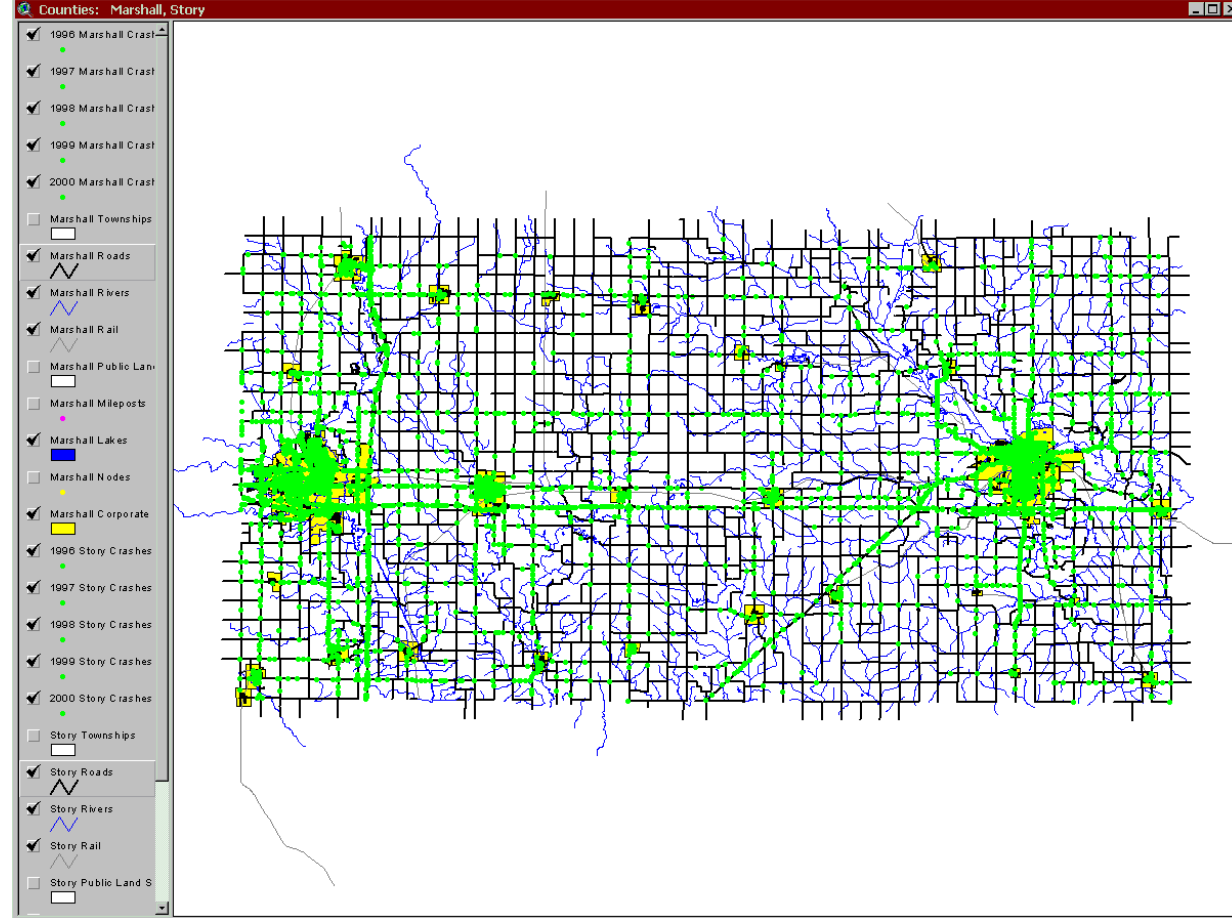
For example, years 1996 thru 2000 are selected here, indicating interest in opening these years of data for the previously selected counties in one map View:



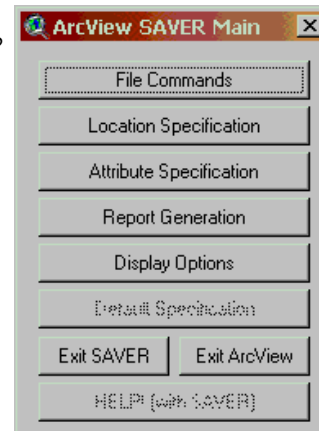
Select the year(s) of interest and then click the OK button or the >>Next button on the Answers dialog.

Note: Selection of these years is not required. However, all further examples will be run using these years.

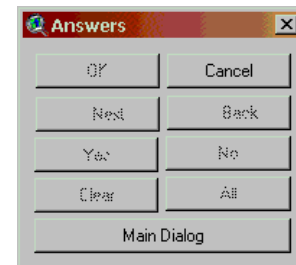
After selecting the years, the next window to appear should be a map or View (the ArcView term for a map):



Additionally, the Main dialog will reappear, with different options now available:



And the Answers dialog will return to this state:



Before moving on, let's note some features of the View window. First, note that the menu GUI has changed. Previously, the menubar looked like:

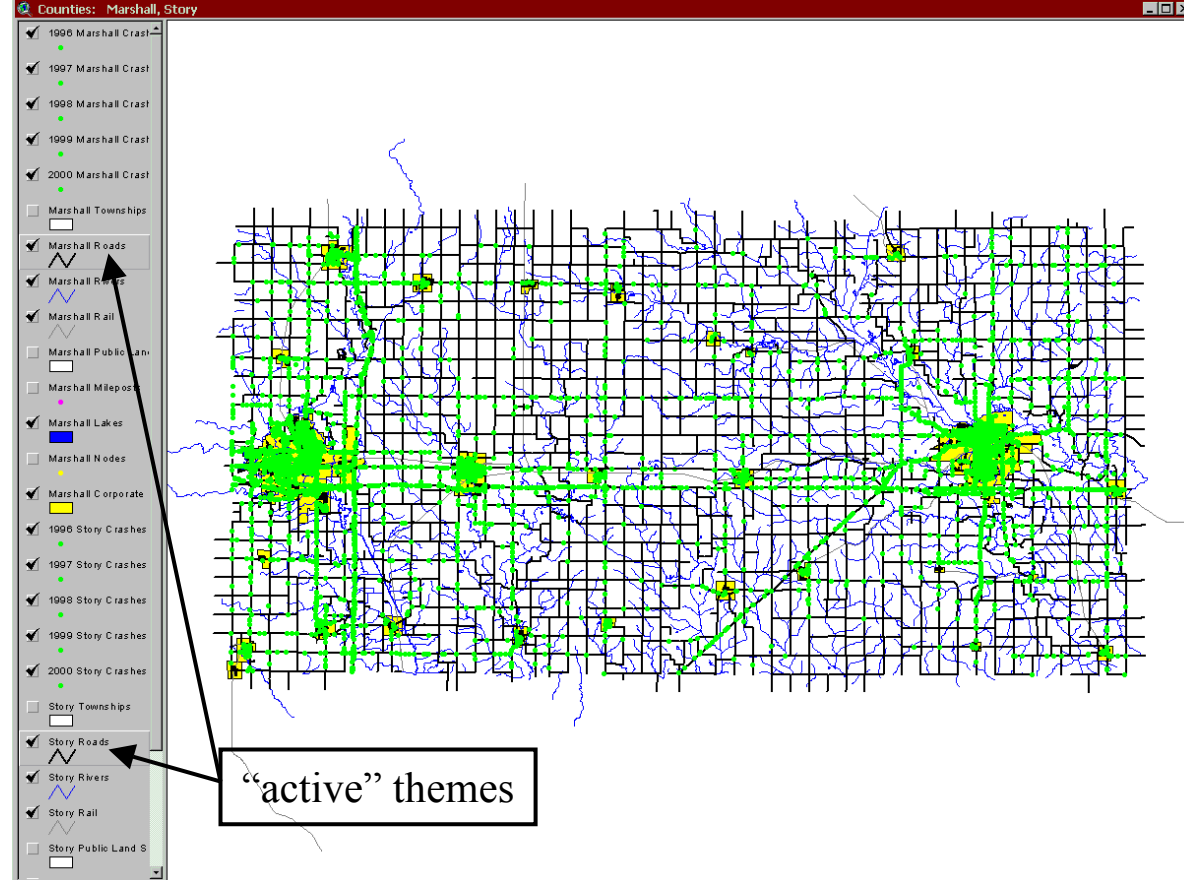
File Project Window Help ArcView SAVER

Now, it looks like:

File Edit View Theme Graphics Window Help ArcView SAVER TempQueryMenu

Notice that in addition to some ArcView specific menus (Edit, View, Theme, Graphics) there is an additional SAVER menu (TempQueryMenu). This menu is called this because it is a temporary location for the query abilities related to crash data. For now, use this menu and the items below for queries on crash data. More will be mentioned about this later.

Second, along the left-hand side of the View window is the Theme Legend bar. In it are contained the list of Themes or Layers contained within the map View. Each Theme's legend provides information regarding the Theme's color scheme, "activeness", and "visibility". For example, the Crash themes (e.g., 2000 Story Crashes) are represented on the map by light green dots, they are not "active", and they are "visible". To discern whether a theme is "active", look at the Theme's legend and see whether it is "highlighted" (the best word I have). For example, in the View shown, the Roads themes are active whereas the other themes are not. The Roads themes appear "raised" or have a different border around them. To set a theme active, click on the theme. To set multiple themes active, hold the **shift key** while clicking on themes. The checkmarks to the left of the theme names indicate whether a theme is being displayed. In this case, most of the themes are visible. To change a theme's "visibility", click on the box to the left of the theme name.



At this point, it is important to clarify three concepts:

1. Everything within SAVER operates on the Working View.

All operations within SAVER that would apply to a View (e.g.,), only apply to the “working” View (i.e., that View that has been declared by the user as the View to work with). That means that all pertinent button operations on the dialog boxes only apply to this “working” View. Therefore, setting display properties, identifying areas of analysis, counting crashes, queries, report generation, and stacking crashes all only operate on the “working” View. Creation of a new map creates a “working” View by default. Previously saved projects that are opened by the user must have their “working” View declared by the user. Use File Commands > Select Map to do this.

2. Everything within SAVER operates on the Active Themes within the Working View.

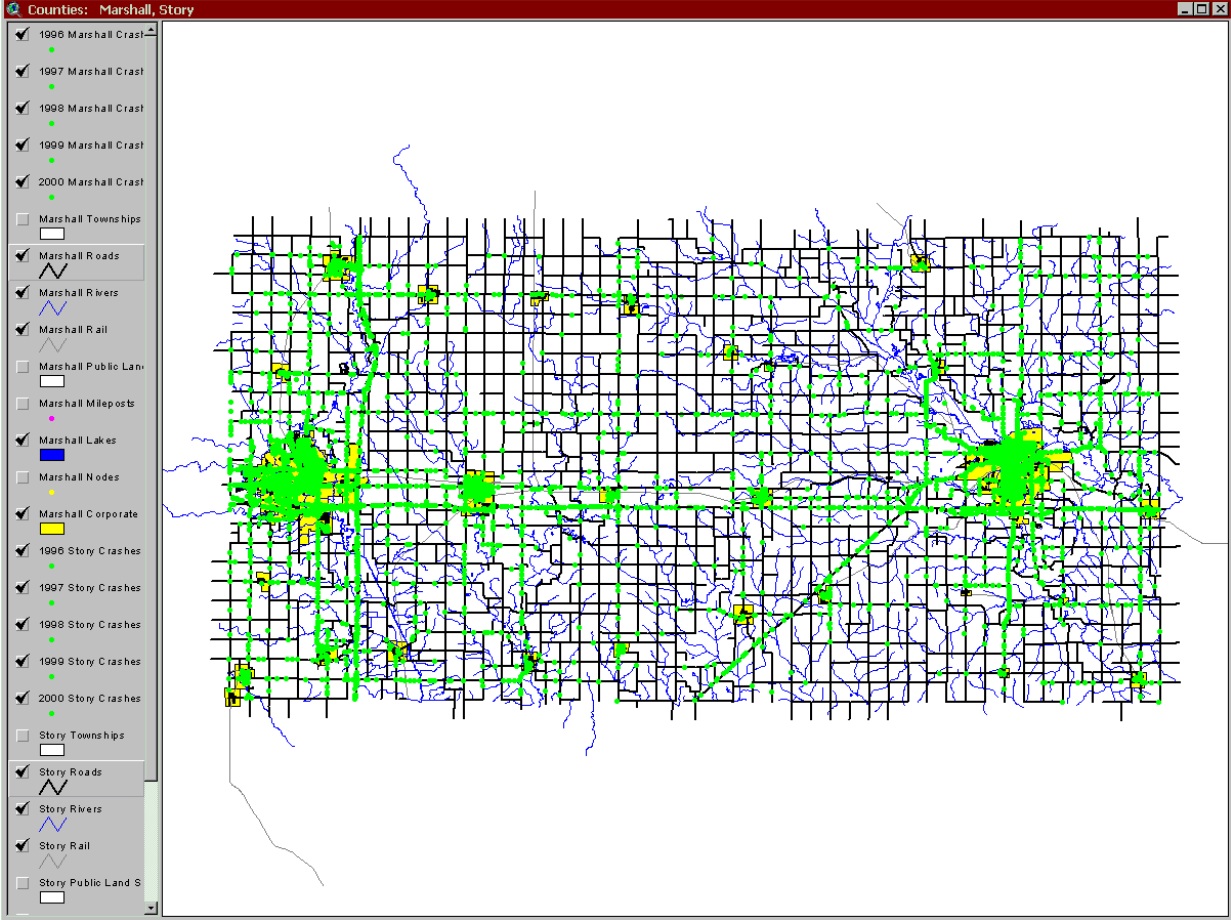
Similar to the above discussion, all operations within SAVER that would apply to Themes within a View only operate on the Active Themes of the Active View. Again, all pertinent button operations on the dialog boxes only apply to the Active Themes, with the same list being applicable. This means that if 10 years of crashes are in the View but only 5 years of crashes are active, then only those 5 years that are active will be selectable, counted, queried, reported on, or stacked. This could have its uses but can also be potentially confusing.

3. Everything within SAVER operates on the Selection Set of the Active Themes within the Working View.

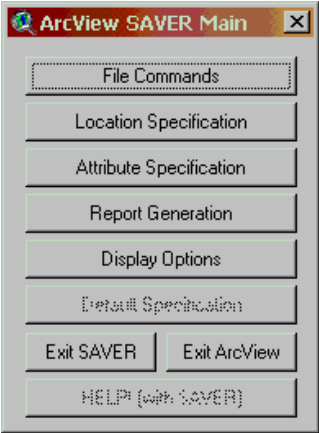
Again, similar to the above discussions, all operations within SAVER that would apply to Selection Sets within Themes of a View only operate on the Selection Sets within the Active Themes of the Active View. Pertinent button operations on the dialog boxes only apply to the Selection Sets, with the same list being applicable. This means that for those Active Themes, queries, reports, counts, and stacking will only apply to the Selection Sets within those Active Themes. If no crashes are selected, nothing will be reported on, counted, or stacked. Queries could be applied but only as New queries on all crashes within the Active Themes.

Now, that being said, it must be noted that it is understood that this might be less than clear at the moment. However, if these concepts are kept in mind throughout the rest of this manual, with helpful reminders interspersed, that understanding of SAVER operations will be magnified.

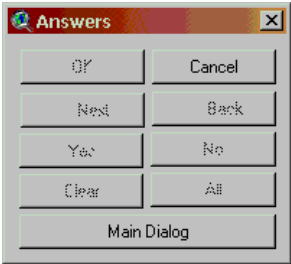
Again, starting from the last operation, with a View and two dialog boxes with additional options and assuming the desire is to work with the 5 years of crashes that have been opened....:



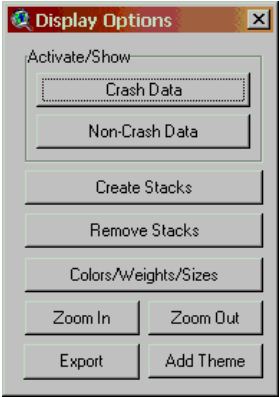
The Main dialog:



The Answers dialog:

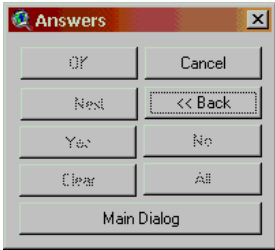


First, highlighting concept 1, the newly opened map View is the “working” View. However, the Active Themes are not crashes but road layers. This means, at this point, that although ArcView’s standard query button could be used to query the road layers, SAVER’s buttons could not be used to query, count, report, or stack crashes. Therefore, we must set the crash layers active instead of the road layers. (FYI...the terms “themes”, “layers”, and “coverages” are somewhat interchangeable.) To set the crash themes active, click on the Display Options button on the Main dialog. The following dialog will replace the Main dialog:

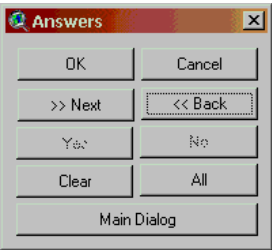
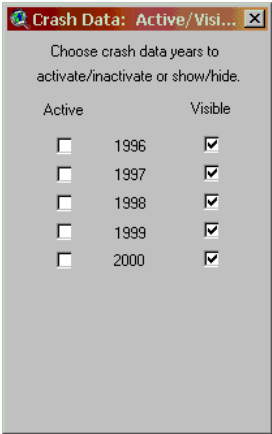


This dialog is the Display Options dialog.

Also, note that the Answers dialog has an active << Back button now.



The next step is to click on the Crash Data button within the Activate/Show control panel. Doing so produces the following dialog (the Crash Data: Active/Visible dialog):



Also, note that the Answers dialog has many additional active buttons now.

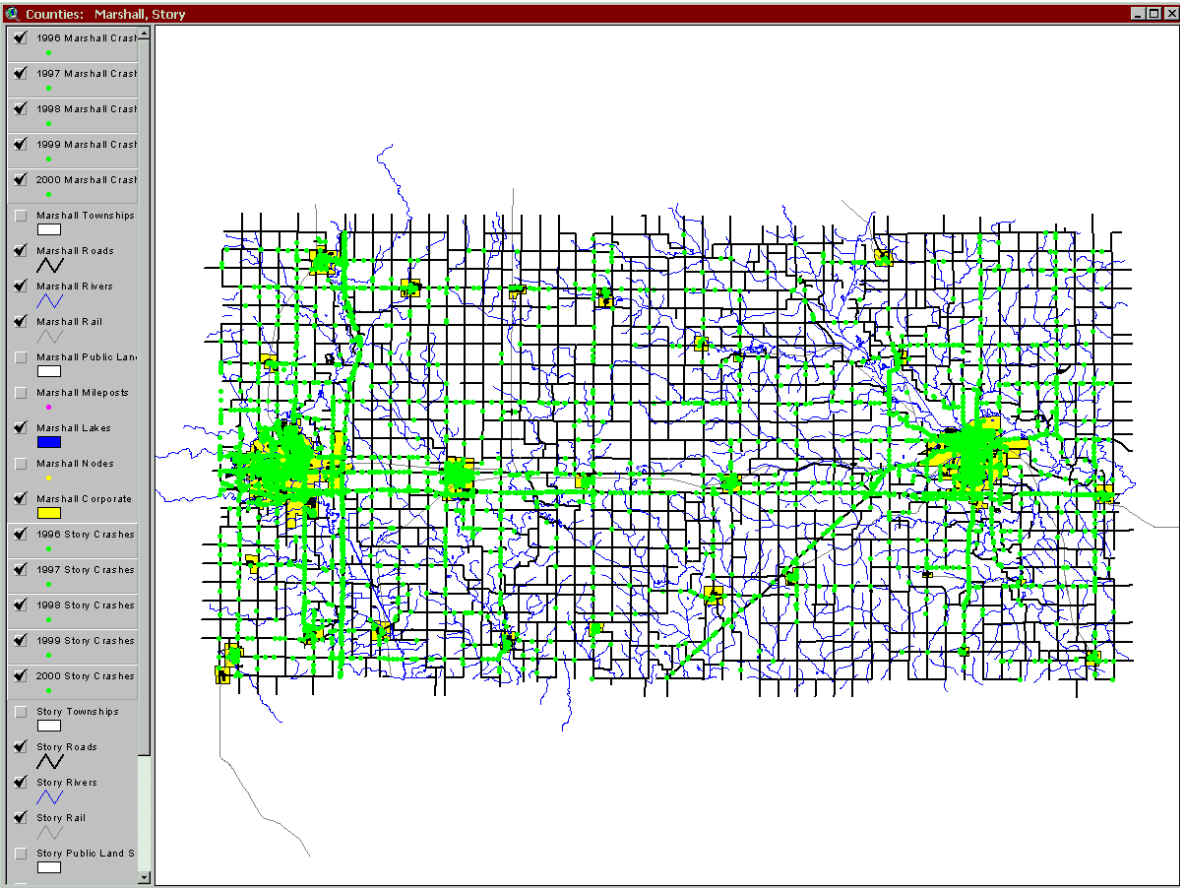
From the Crash Data: Active/Visible dialog a subset of the 5 years of crashes available can be activated by clicking on the checkboxes. Alternatively, clicking on the All button on the Answers dialog will set all the checkboxes selected. Click on the All button. All checkboxes are selected:

Crash Data: Active/Visi...

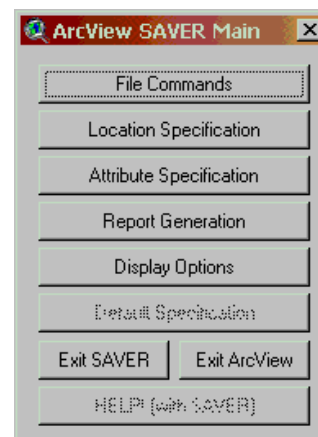
Choose crash data years to activate/inactivate or show/hide.

Active		Visible
<input checked="" type="checkbox"/>	1996	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1997	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1998	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1999	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2000	<input checked="" type="checkbox"/>

Now, click on the OK or >> Next button. The Active Themes in the “working” View are now the crash themes:




Click the Main Dialog button to get back to the Main dialog:





From here one of several things can be done. The manual will cover these in a particular order but understand that this order is arbitrary in that it need not necessarily be followed.

However, the first thing to do is define a Selection Set. This can be done in three ways, currently:

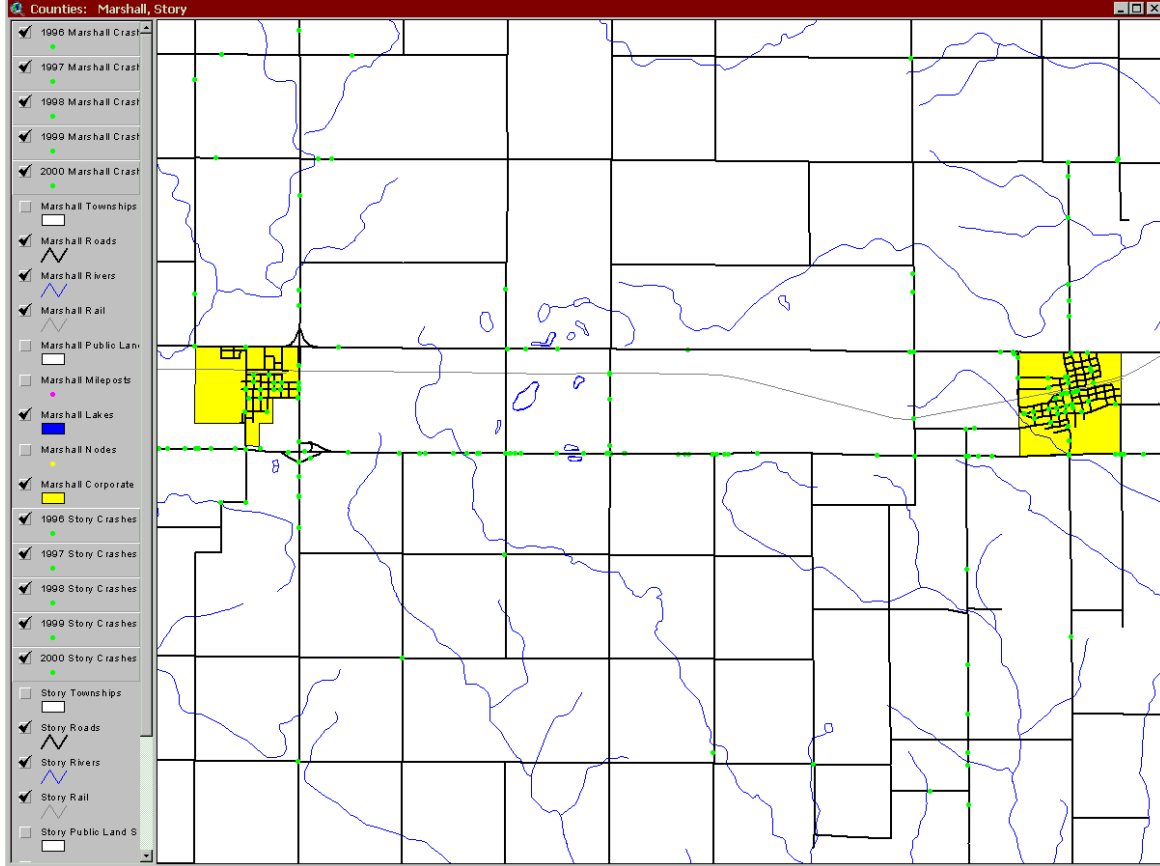
1. By using the ArcView Select Feature button tool  (the fourth button from the left on the bottom row)
2. By querying the database, performing a new query
3. By selecting all crashes along a route, as defined by the crash database


Defining a Selection Set: Using the Select Feature Button Tool

To do the first, begin by clicking on the Select Feature button tool  (holding the mouse pointer over the button will cause a pop-up window appear that says Select Feature). The Select Feature button tool should appear “depressed”. Then move the mouse pointer over the View to the point at which you want to select.


If, at this point, you discover that you are not “zoomed in” far enough to adequately indicate your area of interest, you can use the ArcView ZoomIn button tool  (the fifth button from the left on the bottom row) to define a zoom-to box. To this, select the ZoomIn button from the toolbar, move the mouse pointer over the View to a point near the point of interest, click and drag a box around the area of interest, and then release the mouse button. The View will ZoomIn, as shown on the next page...


Here the View is zoomed into US 30 between Colo (Story County) and State Center (Marshall County).




If you zoom in too close you can use the ZoomOut button tool  (the sixth button from the left on the bottom row) to zoom out slightly. Click on the ZoomOut button tool, move the mouse pointer to the center of the View and click once. Don't click multiple times as ArcView tends to do weird things when this is done. If still not zoomed out far enough, click again. Don't click quickly.

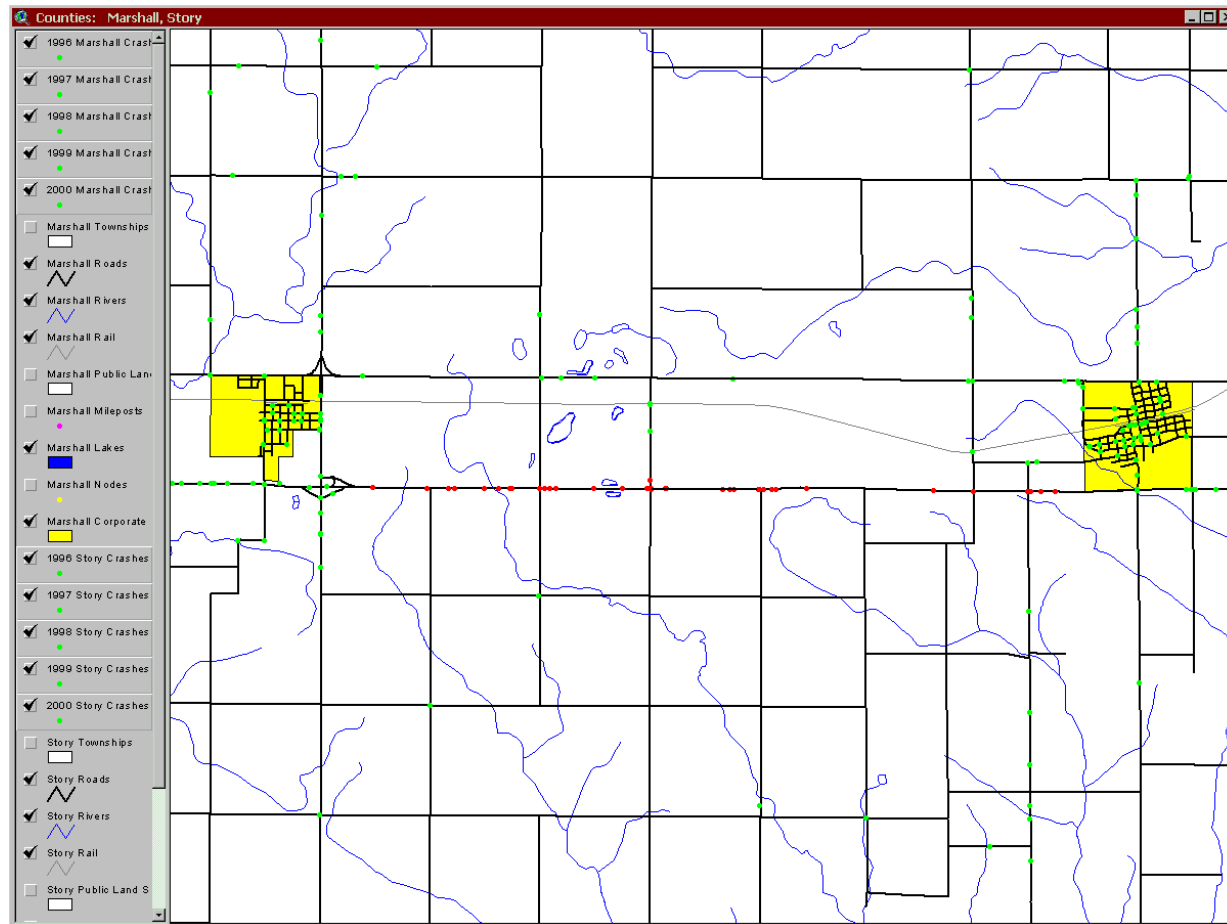
Alternatively, you can go to the View menu and select the Zoom Previous choice. This will return you to the zoom level previous to your having zoomed in or out.

Additionally, you can use the Pan button tool  (the seventh button from the left on the bottom row) to move the View slightly up, down, left, or right. Again, to do this, click on the Pan button, move the mouse pointer to the View, click and drag in the direction you want to Pan, then release.

Also, you can use the Measure button tool  to measure distances. The default measuring unit is set at miles. To change this, from the menu choose View > Properties. Change the Distance Units.

Now, back to selecting crashes...

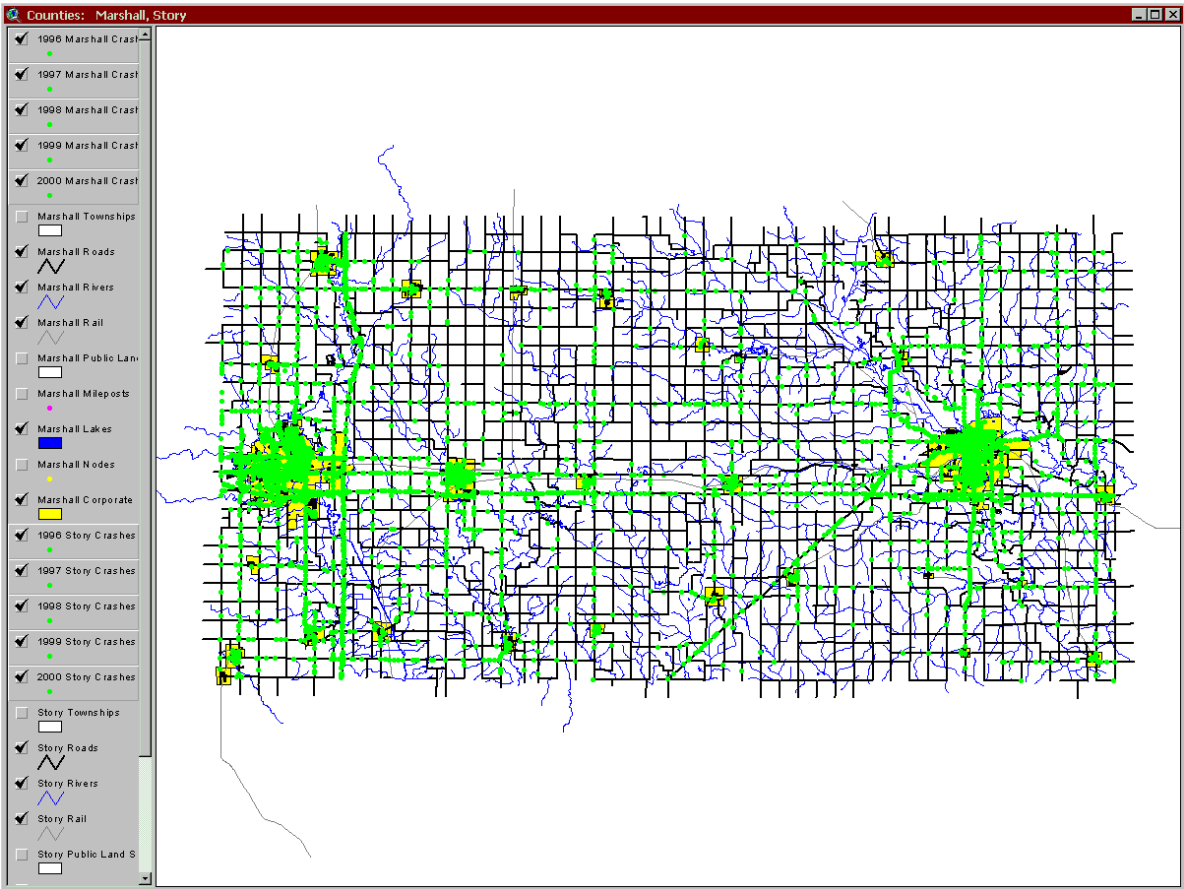
Click on the Select Feature button tool . Move the mouse pointer to one corner of the desired selection region (e.g., a length of segment or an intersection), click and drag the mouse pointer to the opposite corner of the region, then release. The crash points within the boxed region should turn red, as shown:



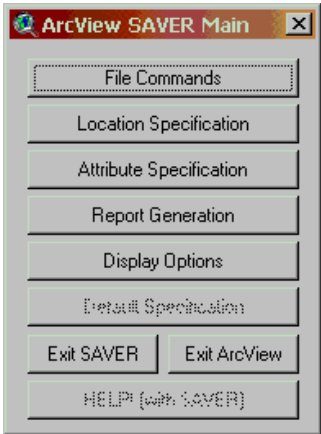
If your region is more complex you can hold the Shift key while selecting the crashes, creating several smaller boxed regions which will define the entire region. To assure that a previous selection is not retained it is advisable not to hold the Shift key as you make your first selection box.

Defining a Selection Set: The Query Option

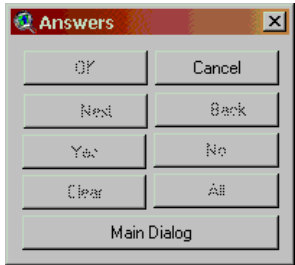
If, instead, you wish to use the query ability of SAVER to define your selection set, begin at the point where you've just opened a map View and have set the crash layers active:



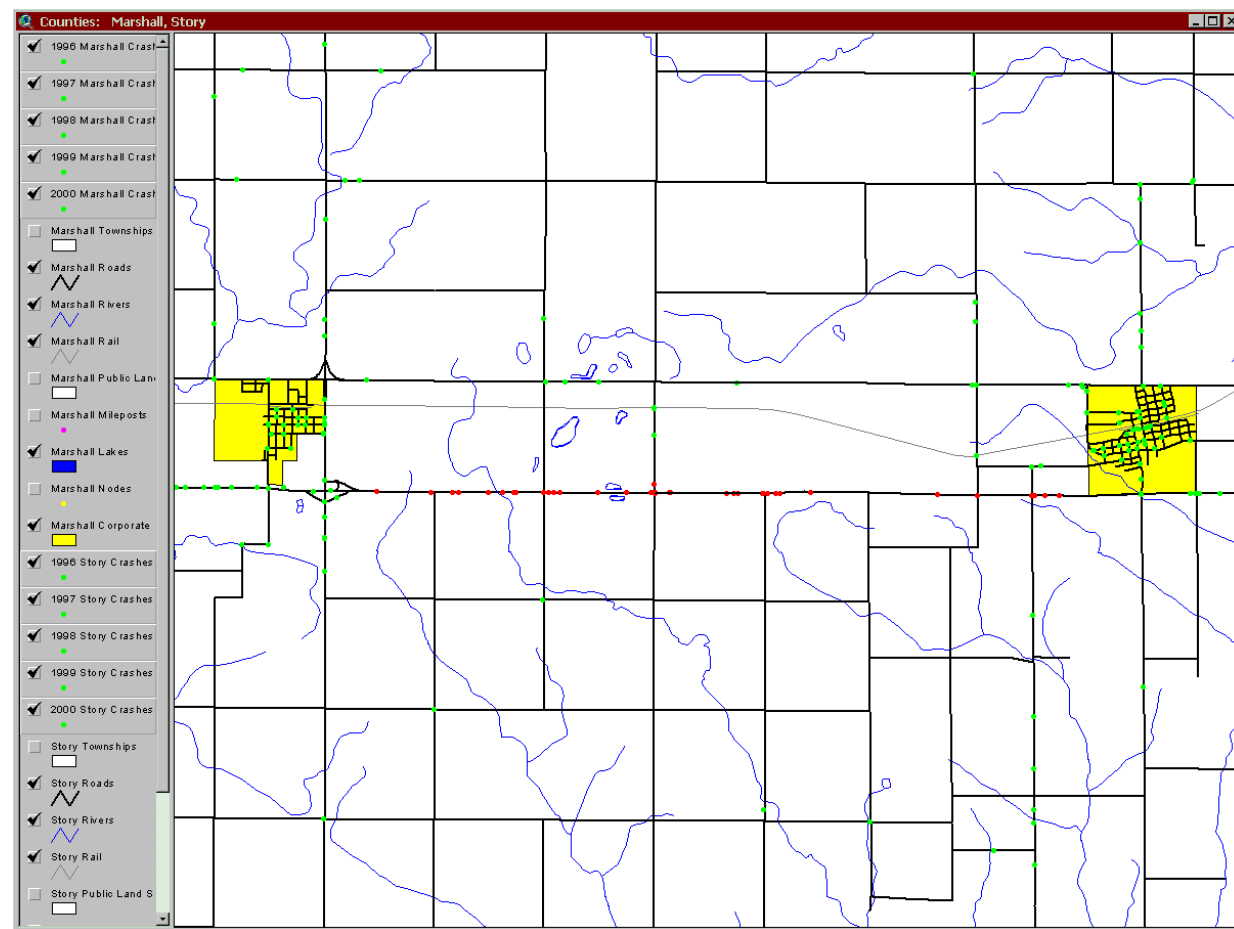
The Main dialog:



The Answers dialog:

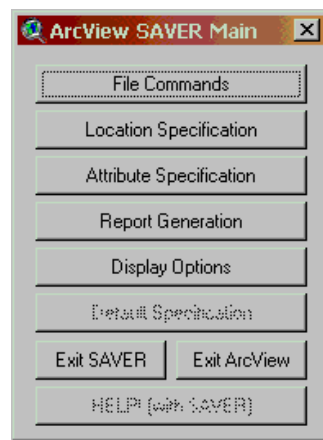


Use the currently selected subset in the View (Colo to State Center or use the Select Feature tool to create another subset by selecting a specific region within the View:



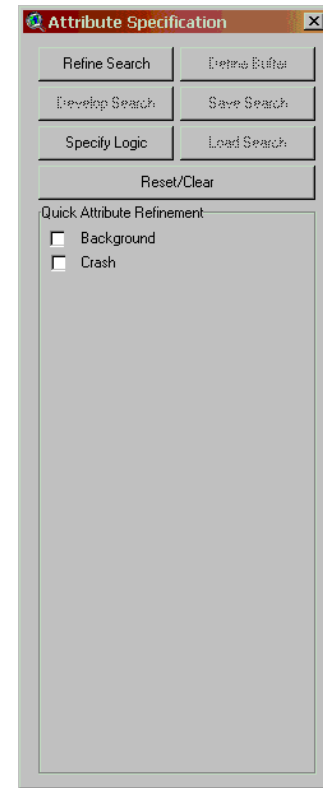
Please note that the crashes shown on this View are only those crashes that have been properly “located” over the years. Prior to year 2000, roughly 8-10% of the crashes were not properly “located”. The 8-10% have been given points that place them in Nebraska or Kansas mapwise...to minimize the chance that they might be selected improperly. To view these crashes, from the menu choose View > Zoom To Selected. Then, to choose these crashes as well, simply encompass them in the Select Feature box. To return to the previous zoom level, from the menu choose View > Zoom Previous. However, for this example we are only choosing those crashes that have a valid location.

From the Main dialog, select the Attribute Specification button:



The Attribute Specification dialog appears:

Note that this dialog is much bigger than it needs be at the moment and it may obscure the Answers dialog. This'll be remedied in future versions.



There are many types of operations that can be done from this point. However, keep in mind that for queries the more choices you select, the more complex the eventual query and the less crashes that are likely to fit the criteria.

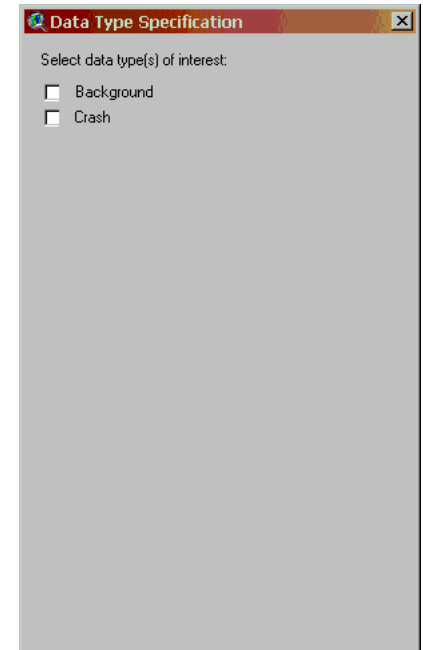
Also, consider the fact that each of these categories has sub-categories. For the moment, you'll have to use educated guesses to determine what sub-categories are under each category...but a list will be established. Also, some query category/sub-category choices are not functional currently. Most work, however.

From the Attribute Specification dialog you can do several things:



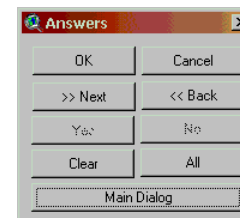
For now, let's concentrate on creating a query (or specifying attributes). There are two ways to do this but we'll concentrate on the one and mention the other a bit later as it is essentially the same.

First, click on the Refine Search button. The Data Type Specification dialog appears:

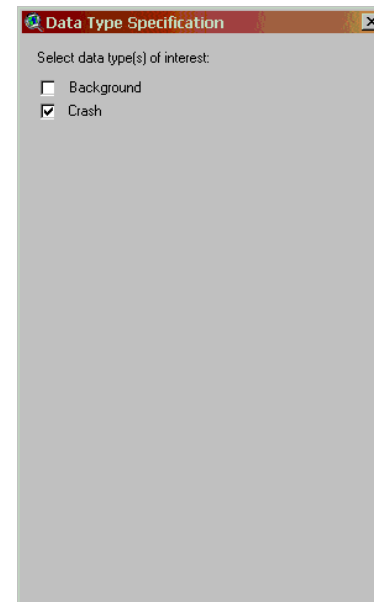


This dialog lists the types of data currently available on your computer...Background and Crash. If you had enforcement data (such as ECCO, MOWI, VSIS) then Enforcement would be an option as well. Additional options (such as Enforcement) will come in near future versions of SAVER (est. pre-2003) provided you have TraCS local database data available.

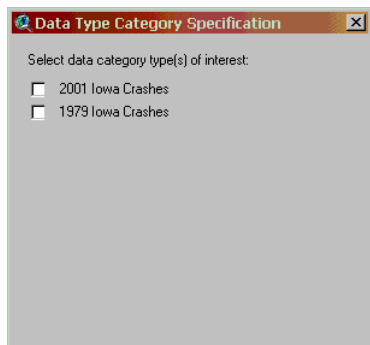
BTW, the Answers dialog looks like:



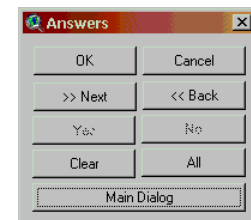
At this time, only the Crash choice is viable, so select the Crash checkbox active and click the OK button on the Answers dialog:



The Data Type Category Specification dialog appears:



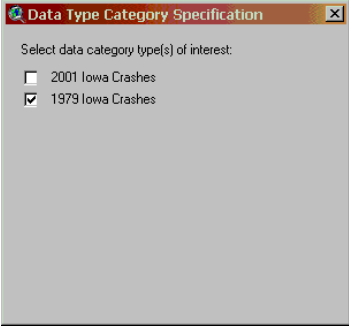
The Answers dialog looks the same:



The Data Type Category Specification dialog lists the categories of data under each data type (e.g., Background, Crash, Enforcement, etc.). As you can see, the available crash data categories are Iowa 2001 crash data format and Iowa 1979 crash data format. Other types that would be possible under this category are other states database formats (e.g., Illinois, Nebraska, etc.). Under the Background data types you might find categories such as road, river, rail, township, bridge, etc. Under the Enforcement data types you might find ECCO, MOWI, VSIS, etc.

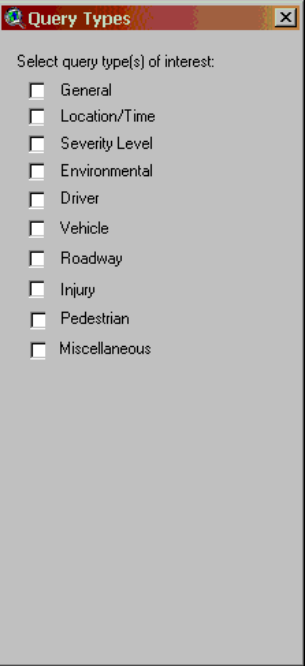
Additionally, though it isn't operating that way currently, the only categories that would appear would be those that were currently available, through choices you'd have made previously.

Select the 1979 Iowa Crashes checkbox and click OK on the Answers dialog:

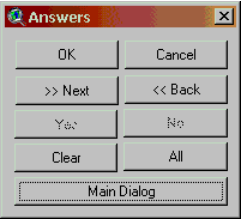


We’re not selecting the 2001 Iowa Crashes checkbox for this example because we don’t: 1) have any 2001 data open in our map and 2) therefore, we don’t have any reason to do a query on 2001 data. You could go through the selection process but nothing would come of it. That’s why, in future versions, the choice of 2001 data wouldn’t come up.

Anyway, the Query Types dialog appears next:



And the Answers dialog looks the same:



The choices represented in this dialog are arbitrarily determined types of data which split the data into manageable subsets...creating an environment which allows the user to view only a subset of all the multitude of choices available.

Under each type, there are several additional options, as you’ll see. For example, under Driver you will find Driver Age, Gender, Condition, License Restrictions, etc and under Vehicle you will find Vehicle Type, Year, Attachment, etc.

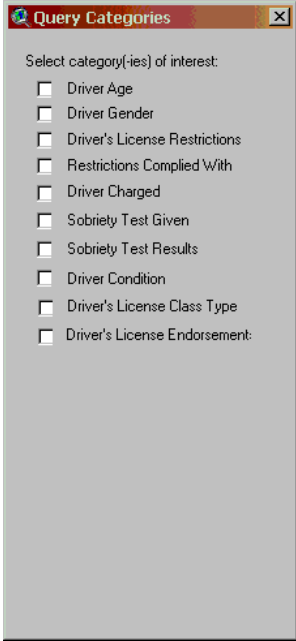
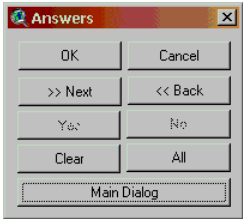
You’ll become familiar with these after you use them but the future “real” manual will include a listing of the options under each type.

Select the Driver and Vehicle checkboxes and click OK on the Answers dialog:

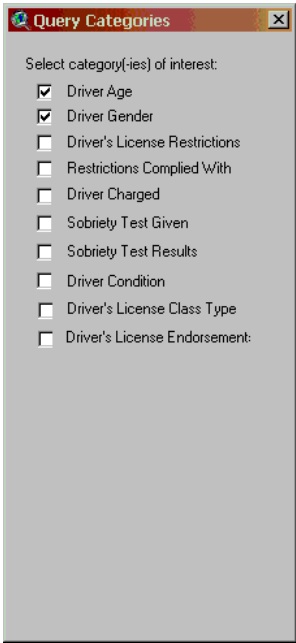


The Query Categories dialog appears with Driver subchoices or categories:

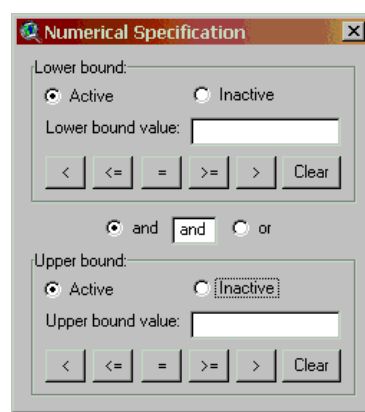
And the Answers dialog looks the same:



The Query Categories dialog will eventually reflect the fact that it is Driver Categories but all niceties haven't been added yet. Anyway, as you can see, the available choices reflect data attributes related to drivers. Select the Driver Age and Driver Gender choices and click the OK button on the Answers dialog:

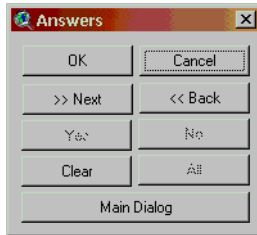


The Numerical Specification dialog appears:



Again, in future versions, the words Numerical Specification will be replaced by something indicating that this is Driver Age. However, at the moment we must simply remember the order the previous dialog had our choices listed in.

The Answers dialog changes:



The Numerical Specification dialog allows one to specify a range of values in which we are interested. For example, for Driver Age, we might be interested in those drivers between the ages of 15 and 24. Or maybe we are interested in drivers who are 65 and older. Perhaps we are interested in drivers under the age of 21. The Numerical Specification dialog allows all these options and more.

The major components of the Numerical Specification dialog include the Lower Bound control panel, the Upper Bound control panel, and the and/or specification radio buttons. Within each Bound control panel are radio buttons (Active and Inactive) which allow you to switch on or off that Bound, a text box that allows you to edit values, and several buttons that enable math operators to be inserted or cleared. BTW, some might be more familiar with the term “limits” or “extents” rather than “bounds”.

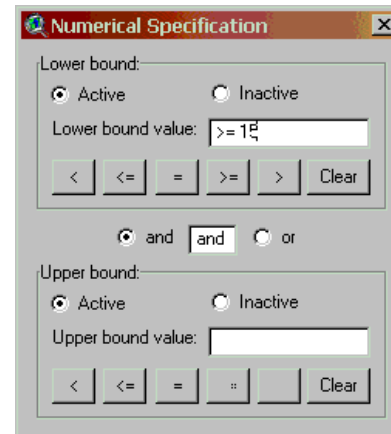
Using the first example from above (drivers between 15 and 24), we’ll step through specifying a value range.

First, within the Lower bound control panel, click on the “>=“ button. The dialog will reflect this by: 1) inserting a “>=“ into the Lower bound value textbox and 2) disabling the “>=“ and “>” options in the Upper bound control panel:



The dialog box is titled "Numerical Specification". It has two main sections: "Lower bound:" and "Upper bound:". In the "Lower bound:" section, the "Active" radio button is selected, and the "Lower bound value:" text box contains ">=". Below this are five buttons: "<", "<=", "=", ">=", and ">". The ">=" button is highlighted. In the "Upper bound:" section, the "Active" radio button is also selected, but the "Upper bound value:" text box is empty. Below these are five buttons: "<", "<=", "=", ">=", and ">". The ">=" button is disabled.

Second, click your mouse pointer to the right of the “>=“ in the Lower bound value textbox, then type “15”. The value should now read “>= 15”:

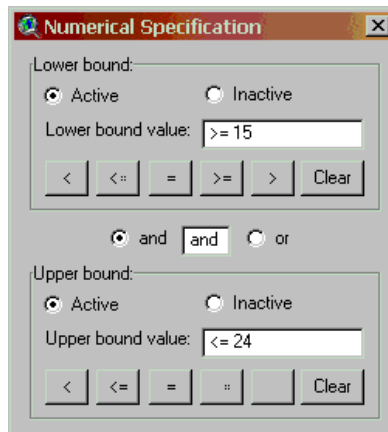


The dialog box is titled "Numerical Specification". In the "Lower bound:" section, the "Active" radio button is selected, and the "Lower bound value:" text box now contains ">= 15". The ">=" button is still highlighted. In the "Upper bound:" section, the "Active" radio button is selected, and the "Upper bound value:" text box is empty. The ">=" button is still disabled.

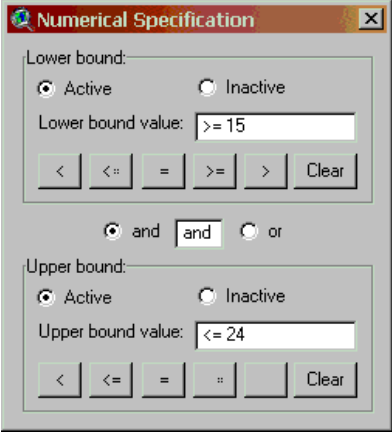
Be sure there’s a space between the “>=“ and the “15”.

Now, follow similar steps to insert the “<= 24” into the Lower bound textbox:

Again, be sure there’s a space between the “<=“ and the “24”.



The dialog box is titled "Numerical Specification". In the "Lower bound:" section, the "Active" radio button is selected, and the "Lower bound value:" text box contains ">= 15". The ">=" button is still highlighted. In the "Upper bound:" section, the "Active" radio button is selected, and the "Upper bound value:" text box now contains "<= 24". The "<=" button is highlighted.

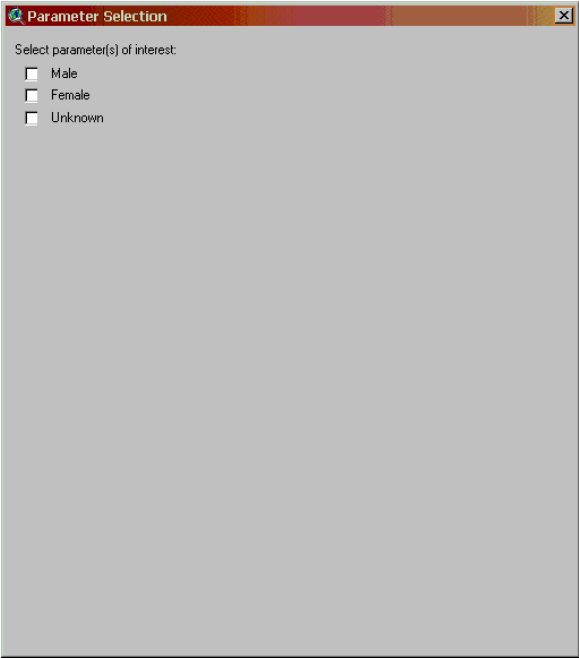
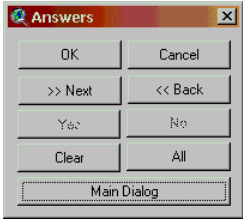


Examining our choices, it can be remarked that this setup will result in a query of Driver Age ≥ 15 and Driver Age ≤ 24 . This will result in crashes involving all drivers between age 15 and 24, inclusive, being selected from our crashes dataset. If we only wanted to select drivers ≤ 24 then we could select the Inactive radio button in the Lower bound control panel and vice versa if we wanted all driver over a certain age (e.g., 15 here, but that wouldn't make much sense normally). Additionally, we could change the and/or condition for appropriate queries, such as if we wanted crashes involving all drivers less than 15 or greater than 65 but no one in between.

Finally, note that the words “crash involving all drivers less than 15 or greater than 65” are used. The queries select crashes (or whichever data type has been indicated), not individual attributes. Individual attributes will be sorted out during the Report Generation phase.

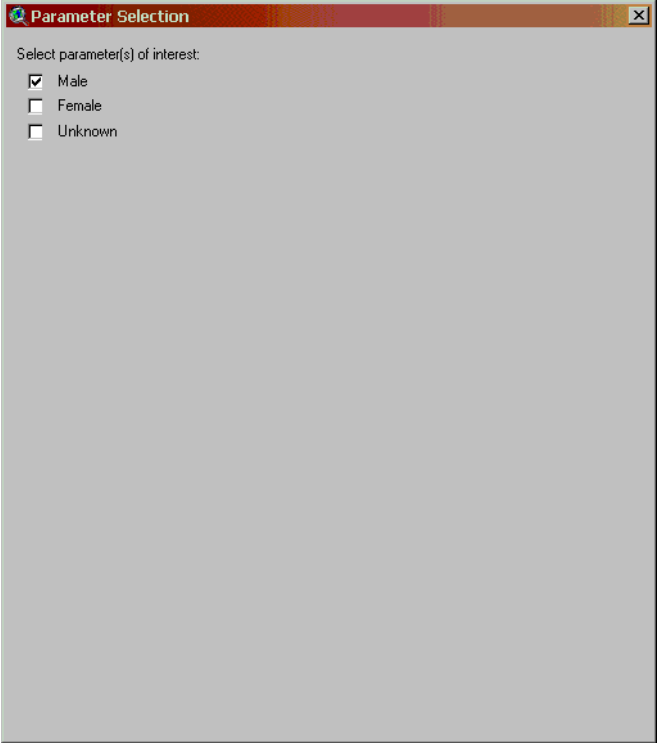
Click OK on the Answers button. The dialog for the next Query Category, Driver Gender, will appear:

The Answers dialog changes:

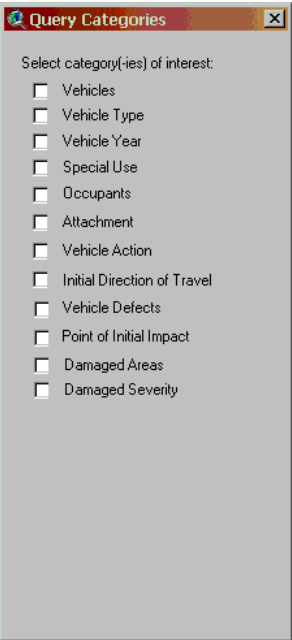


Again, note that the words Parameter Selection aren't particularly descriptive. Future versions of SAVER will address this.

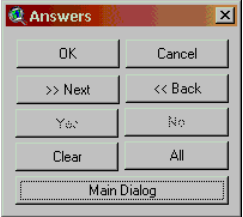
Select Male and click OK on the Answers dialog:



Now the Query Categories dialog appears but showing Vehicle categories:



And the Answers dialog looks the same:



However, we can decide not to do Vehicle stuff at the moment. To do this, we'd select Cancel from the Answers dialog box.

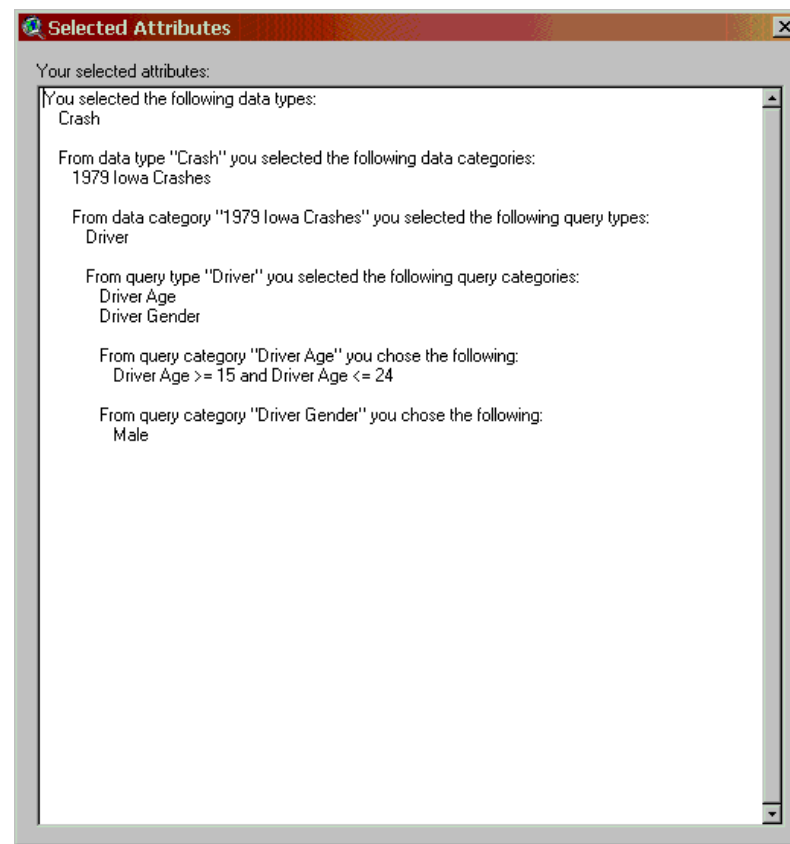
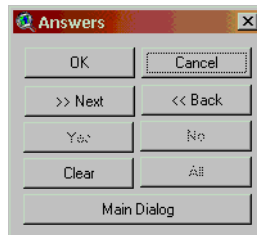
Also, we could, if we wanted to change something in past selections, go back by selecting the << Back button from the Answers dialog box.

The Clear and All buttons function as they have in other dialogs.

For now, click the Cancel button.

Now, because Vehicle was the last selection we had made we progress to a report showing the options we had selected:

The Answers dialog changes:



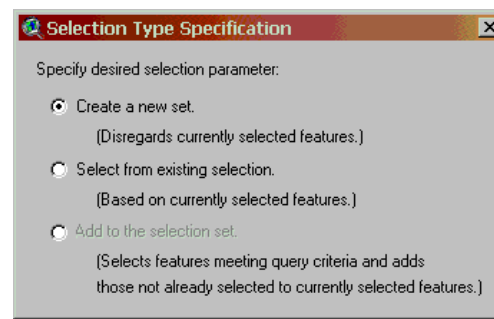
At this point we review our choices:

If they aren't quite what we wanted we could go back and change them. To do this currently, click on the Cancel or << Back buttons on the Answers dialog box. This will send you back to the Report Generation dialog box. Then progress back through the Refine Search process by clicking on the Refine Search button. The choices you made previously have been saved and will appear.

If we decide that we don't want these choices, then we could select Clear and our choices would be erased.

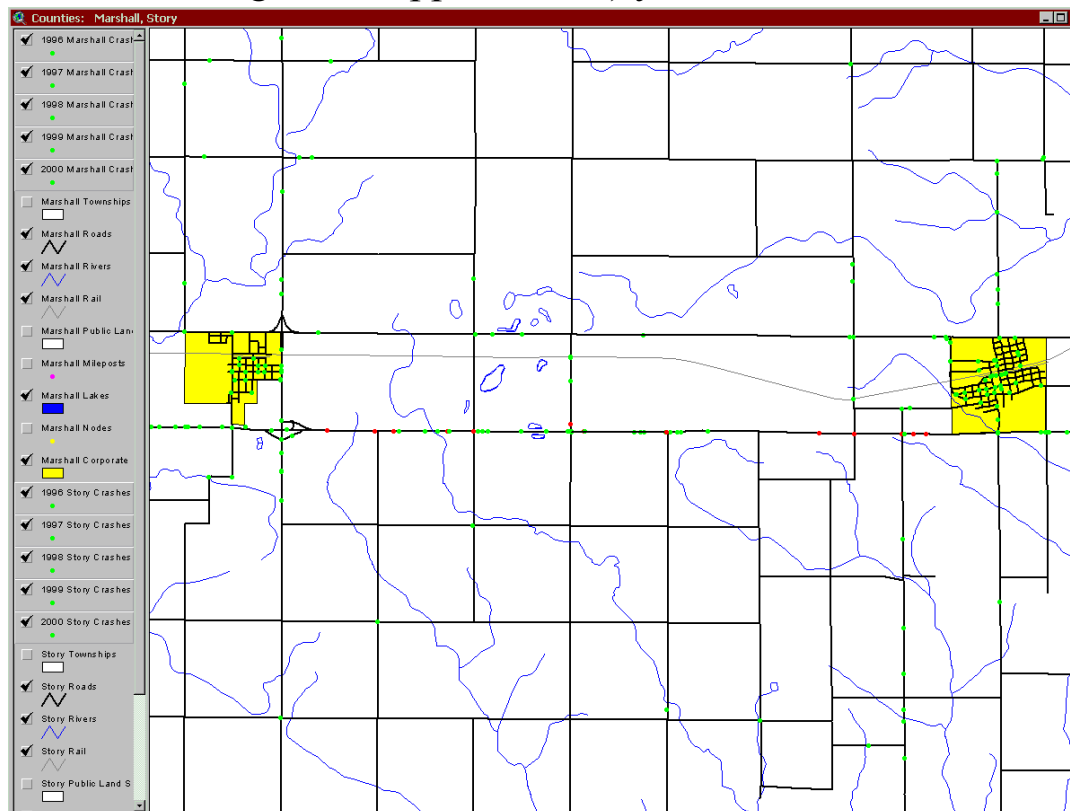
At this point, click the OK or >> Next button on the Answers dialog.

One final dialog, the Selection Type Specification dialog, will appear:



This dialog allows you to specify whether you want to begin a new selection set or whether you want to work with a current selection set. Let's use the current, US 30 from Colo to State Center selection set.

Just click on the Select from existing selection. radio button. The query will then run and, when done: 1) the Report Generation dialog will reappear and 2) your selection set will change:

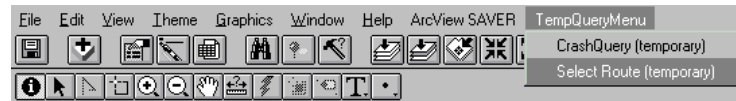


There are far fewer red dots between Colo and State Center. This is your new subset.

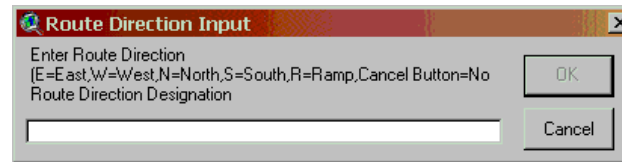
Use the Count Crash button under Location Specification to determine the numerical change.

Defining a Selection Set: The Route Selection Option

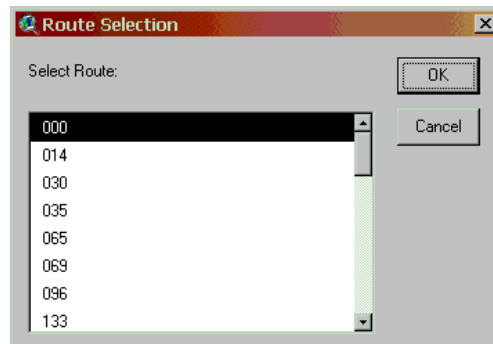
Return to the TempQueryMenu and select Route Selection (temporary):



The Route Direction Input dialog appears:

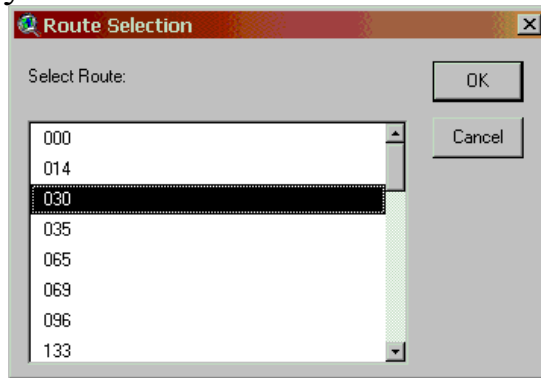


A direction can be input or, if direction designation is not wanted, click the Cancel button on this dialog. We will do the latter. (BTW...if a direction is input, the OK button becomes active and that must be clicked on.) The computer becomes busy...it is determining the routes available given the active crash themes. A list of routes appears:

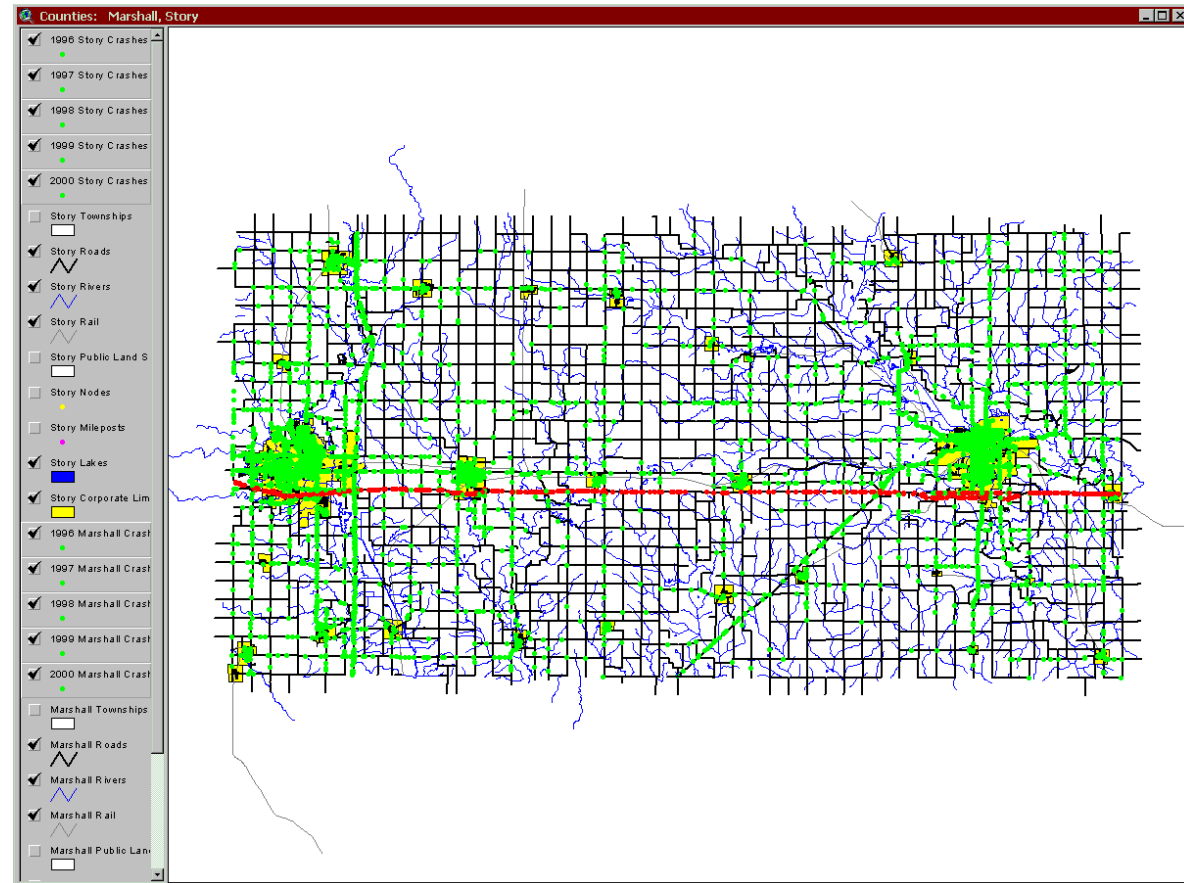


This list includes Interstate, US, and Iowa highways; municipal route designations; and county road names.

Pick 030 for US 30 through
Story and Marshall counties:



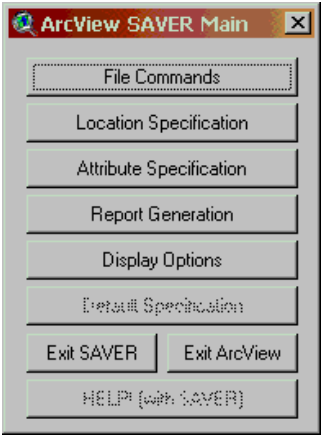
Click the OK button on this dialog. Again, the computer becomes busy and this is affected by the number of counties and years active. Upon completion, the View will redraw, displaying the results:



Reports, stacks, and counts can be done on this selection set, as discussed later in the manual.

Please note that this Route Select option only selects those crashes that have been indicated in the database to be associated with the route. If the database has incorrectly designated the route, which is quite possible, then the route selection will miss those crashes. Partial resolution of this issue is underway.

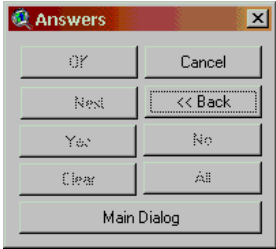
Now that a Selection Set exists, many other options are now available including counting, querying, reporting, and stacking. The Main dialog should be available:



Beginning from the initial US 30 between Colo and State Center selection set, first a count will be obtained. This is accomplished by clicking on the Crash Location Specification button. The Crash Location Specification dialog will appear:

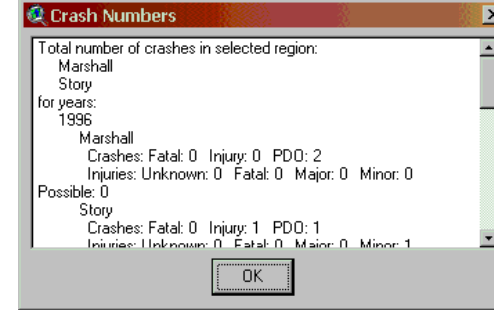


And the Answers dialog will change:

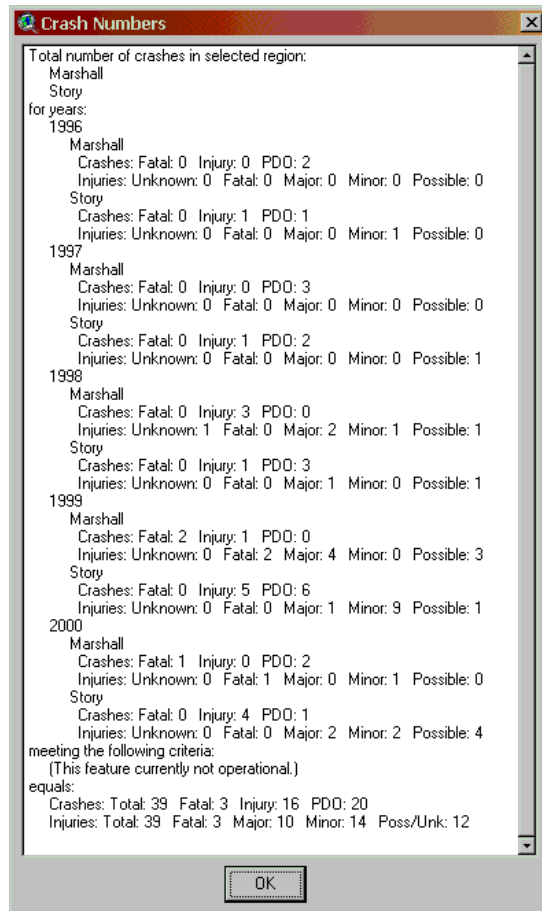


Click on the Crash Count button. The computer will become busy. The time this takes depends on the number of counties open, the number of years active, and the number of crashes selected. The more, in each case, the longer it'll take. However, it is producing a detailed report, by year and by county open, listing crash severity numbers and injury severity numbers. Non-zero values for any year or county are not reported. Thus, some years or counties might not get a reported value...these years or counties had no crashes selected.

When the count is complete, the following dialog appears:

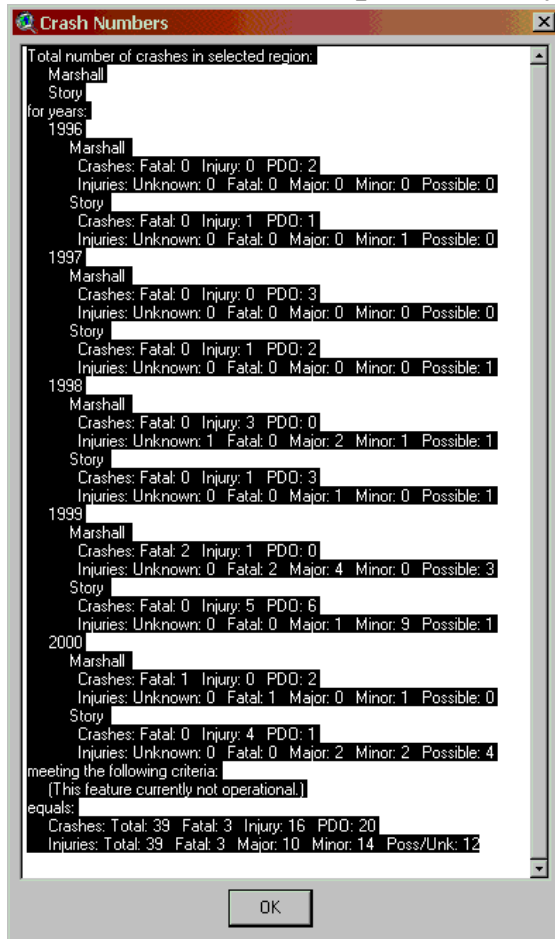


Now, obviously, this doesn't show all the information. First, this will be improved in future versions. Second, you can move your mouse pointer to an edge or corner of the dialog and increase its size. The "Possible: 0" should appear on the line above behind "Minor: 0". Increasing the window size for this selection results in:



As you can see, a large amount of information has been produced. It happens that for these five years and for the region selected that crashes occurred in each county for each year. If, however, Marshall County had not had crashes in 1996, there would be no listing for Marshall County for that year. Also, note that a total for the entire selection set for all 5 years is listed at the bottom.

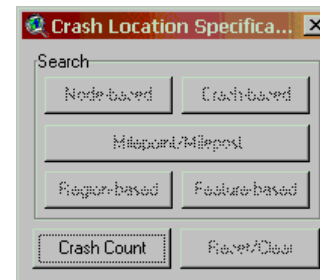
To save these results for a report or for your records, use the mouse pointer to select all the text in the box, as shown:



Now, on your keyboard, hold down the CTRL button and then depress the C button. Release both. You've just copied the text, placing it in the Windows Clipboard, available for pasting into another program, such as MicroSoft's Word. Open Word (or your equivalent) and select the paste option (usually found under the Edit menu). Alternatively, you can hold down the CTRL button and depress V...pasting the text. Save the file, etc.

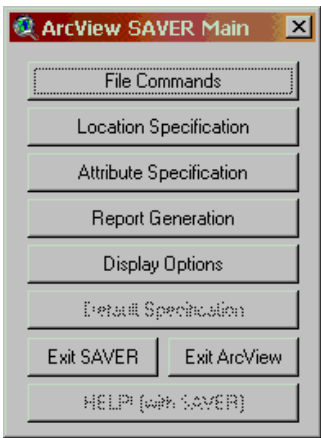
BTW...both CTRL-C and CTRL-V are standard MicroSoft Windows key combinations...useable by most softwares within the MicroSoft environment.

Anyway, whether you save it or just view it, when done click the OK button at the bottom of the dialog. You'll be back at the Crash Location Specification window:



Generating Reports:

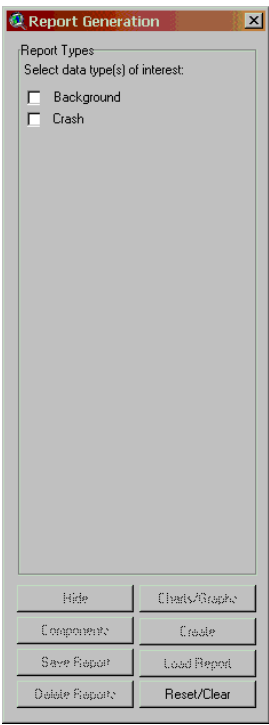
Begin at the Main dialog:



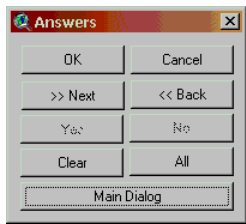
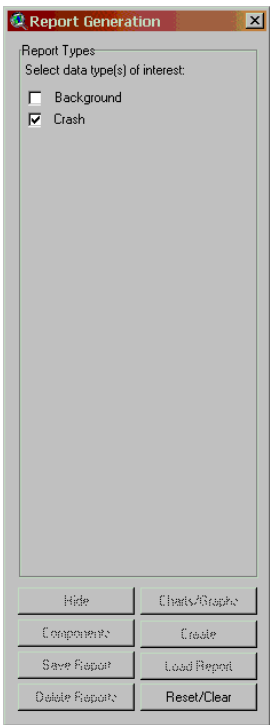
Click on the Report Generation button, the Report Generation dialog will appear:

This dialog is very similar to the Attribute Specification dialog.

And the Answers dialog looks like:

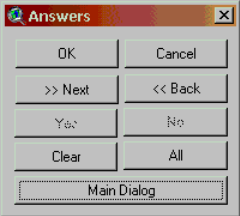
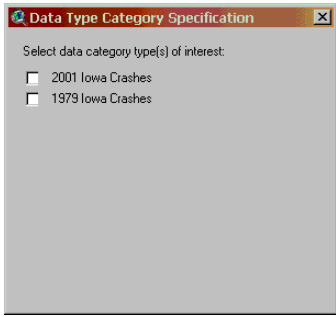


Choose Crash from the list of checkboxes and click OK on the Answers dialog:

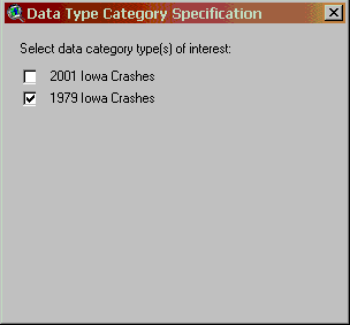


The Data Type Category Specification dialog appears:

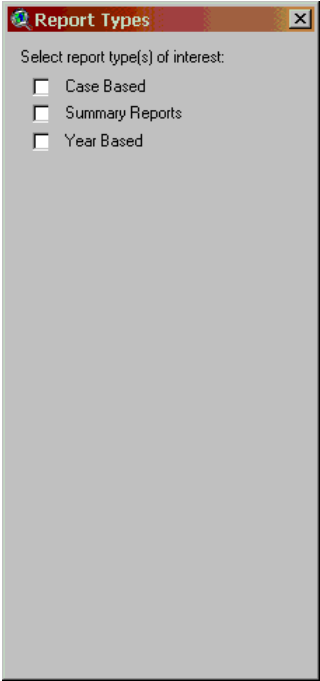
And the Answers dialog looks the same:



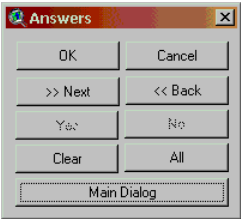
Choose 1979 Iowa Crashes from the list of checkboxes and click OK on the Answers dialog:



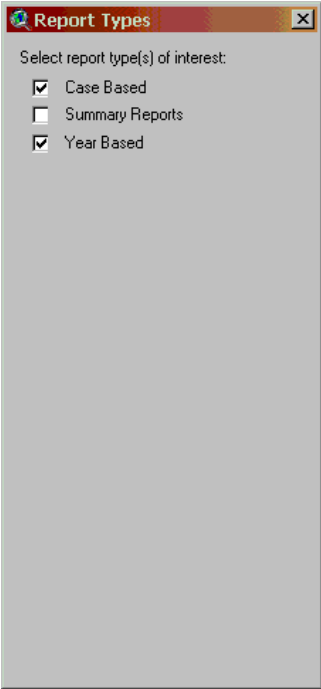
The Report Types dialog appears, displaying 1979 Iowa Crash form report type options:



And the Answers dialog looks the same:



Choose the Case Based and Year Based options (the Summary Reports are currently not functional) and click OK on the Answers dialog:



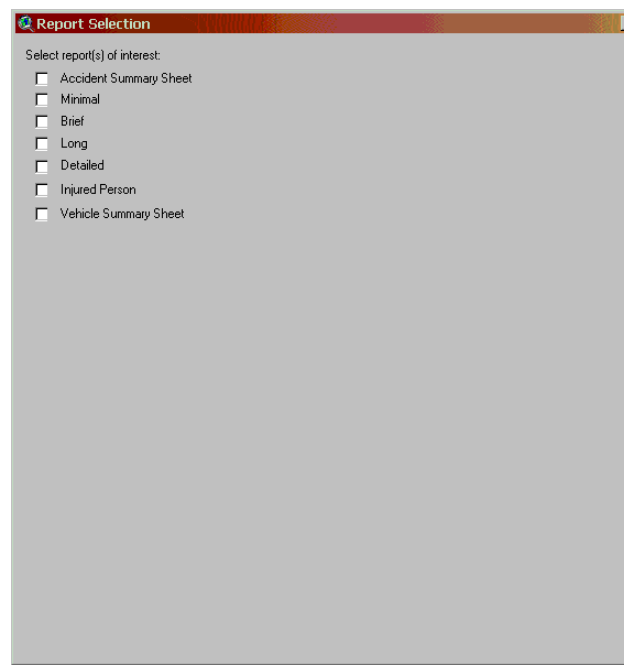
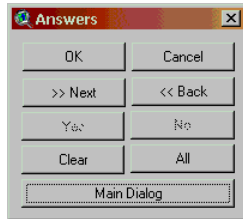
Case Based reports display the attributes of the selected crash records by case and have varying levels of detail, as indicated by their names.

Year Based reports display summaries of the selected crash records by year and by the selected attributes, as indicated by their names.

Additional “canned” reports will be available in future SAVER versions.

The Report Selection dialog appears, displaying the Case Based report types:

And the Answers dialog looks the same:



Case Based reports display the attributes of the selected crash records by case and have varying levels of detail, as indicated by their names:

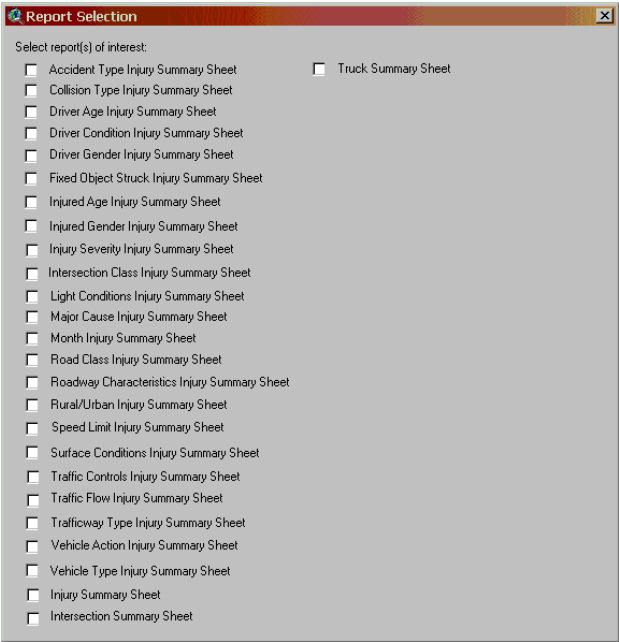
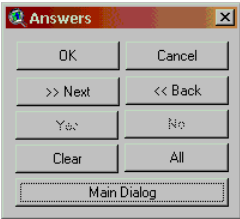
- The Accident Summary Sheet is a moderately detailed case based reports used mainly by TAS for ½% site specific application review.
- The Minimal report lists only the SAVER key field and the Iowa DOT case number. This report allows quick lookup of the original report forms.
- The Brief, Long, and Detailed reports increase the amount of information displayed, adding to that displayed by the Minimal report.
- The Injured Person report shows details about injured persons in each vehicle.
- The Vehicle Summary sheet shows details about vehicles.

For our example, select Brief and click the OK button on the Answers dialog:



The Report Selection dialog appears again, displaying the Year Based report types:

And the Answers dialog looks the same:

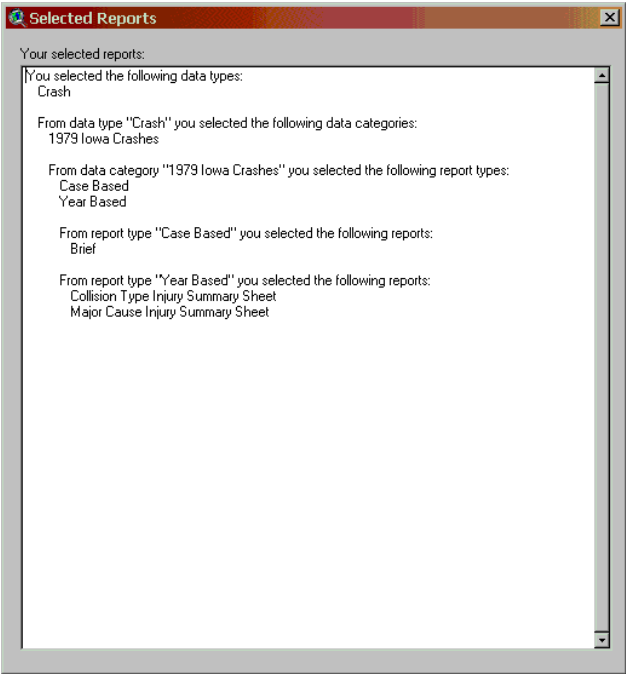
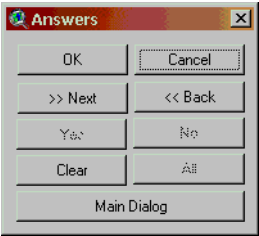


For our example, select Collision Type Injury Summary Sheet and Major Cause Injury Summary Sheet and click the OK button on the Answers dialog:



The Selected Reports dialog appears, reporting those reports that have been selected:

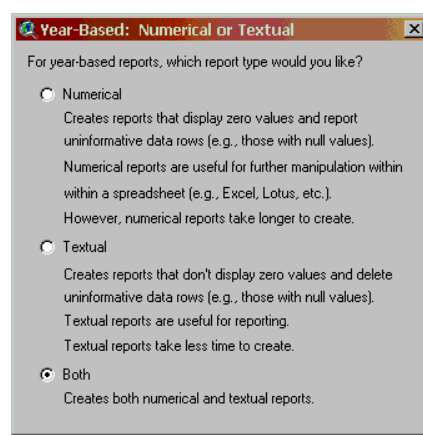
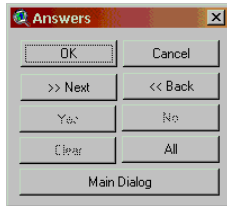
The Answers dialog changes:



Review your selection and, if acceptable, click the OK button on the Answers dialog.

The Year-Based: Numerical or Textual dialog appears:

The Answers dialog changes:

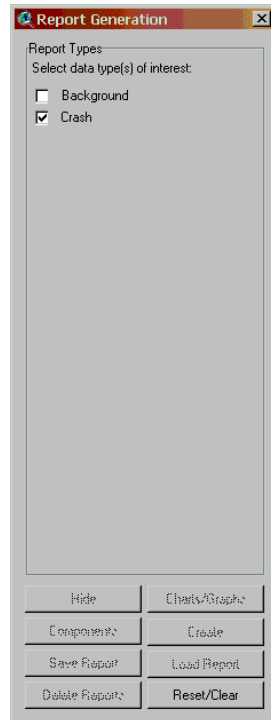
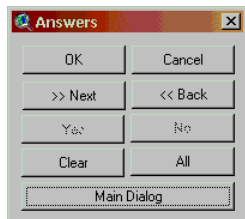


This dialog allows you to select whether you want the Year Based reports to display rows with zero values (Numerical) or not (Textual). The difference is explained on the dialog.

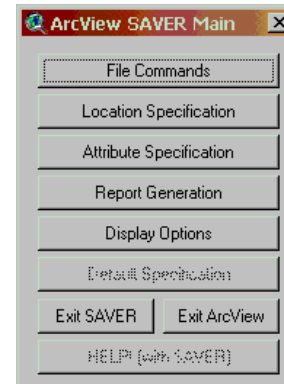
For our example, leave the Both radio button selected and click OK on the Answers dialog. The reports begin to be created. This may take a while, depending on the number of years being reported on, the number of crashes selected, and the number of reports selected.

When done, the Report Generation dialog re-appears:

And the Answers dialog looks like:



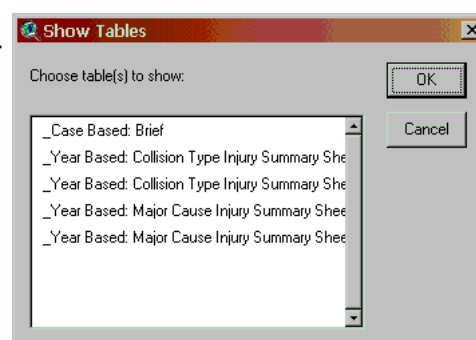
To view the reports (at this time), go back to the Main dialog:



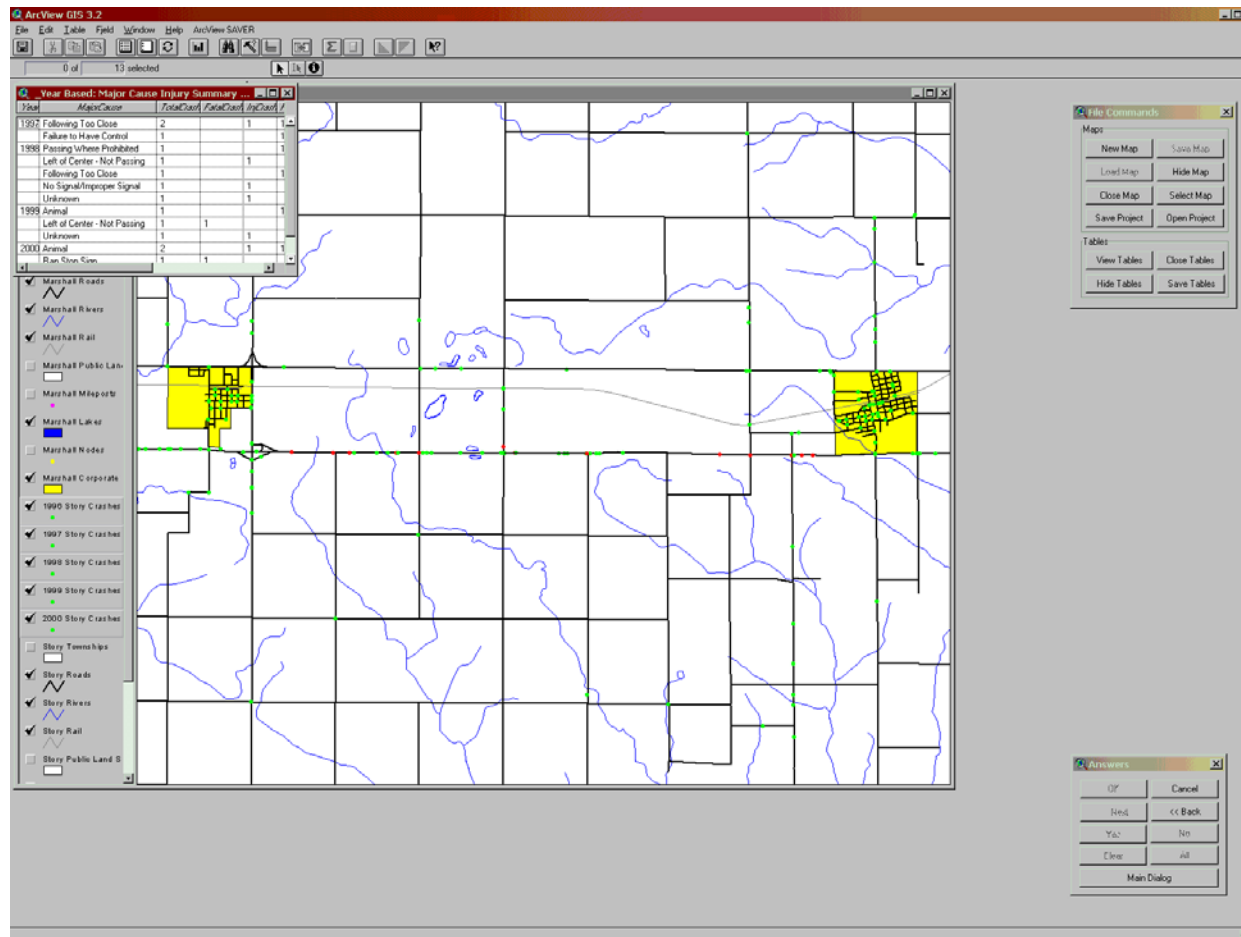
Then progress to the File Commands dialog:



Then click on the Show Tables button.
The Show Tables dialog appears:

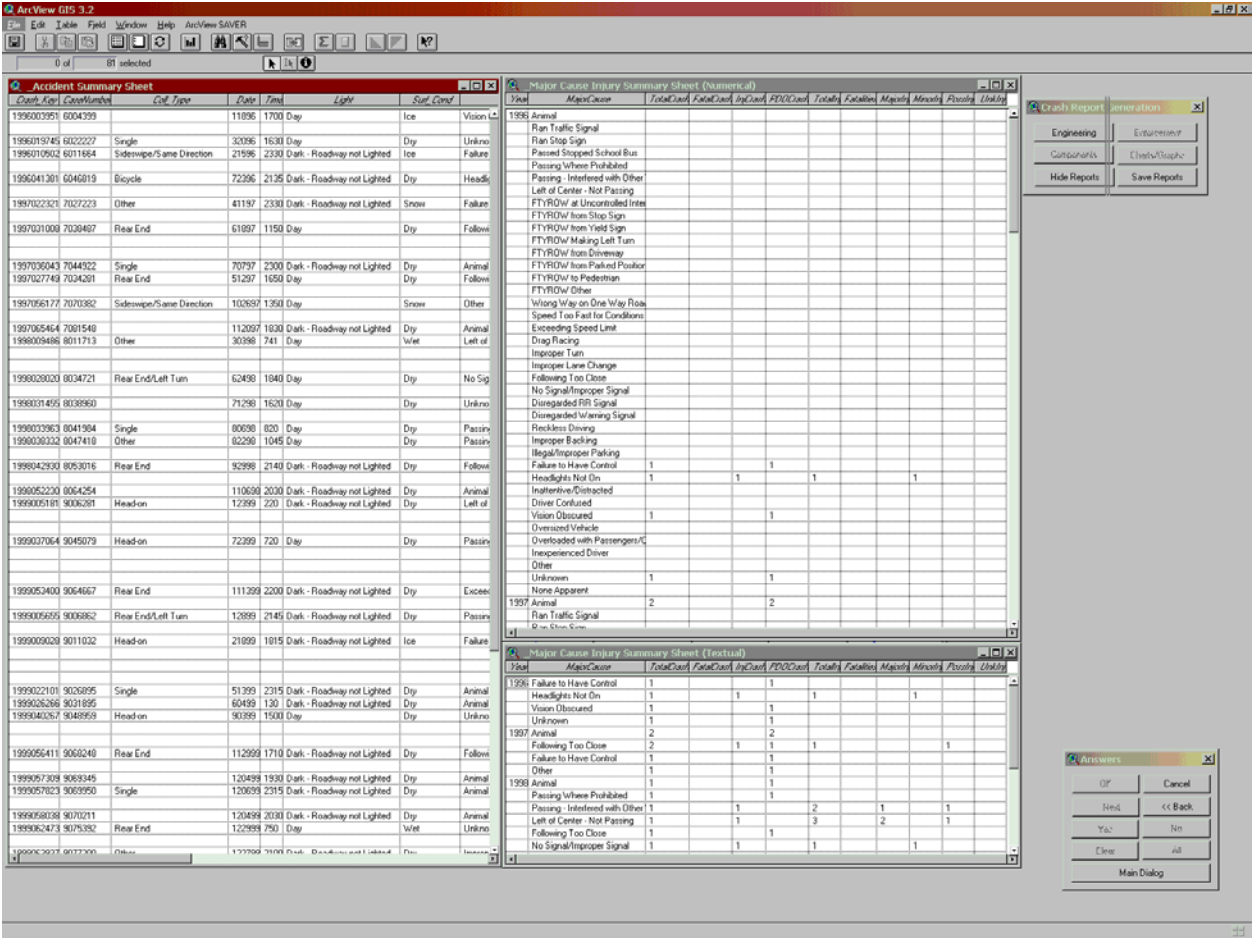


Select the desired tables and click OK. The selected reports will appear, one on top of another, in the upper left of the ArcView window:



You can use the mouse to rearrange the report windows.

Moving and resizing these, we obtain:



The left report, as indicated, is the Accident Summary Sheet. Not all columns are displayed but you can note that individual cases are listed, along with a subset of related information. Each case is indicated by the first two columns, Crash_Key (internal SAVER ID) and CaseNumber (DOT Case ID).

The upper right report is the Year Based Numerical Report on Major Cause. Note that many rows have no crash data associated with them. However, those rows that do have data in this table are also depicted in the Year Based Textual Report on Major Cause. The Textual report only list non-zero row values.

For discussion of the Case Based Report in more detail, reference the following visual:

Accident Summary Sheet																
Crash Key	Case Number	Coll. Type	Date	Time	Light	Surf. Cond	Major Cause	Day	Travel Dir	Age	Gender	Residence	Surf. Cond?	Dir. Veh1	Proposed	Injury
1996033951	6004399		11896	1700	Day	Ice	Vision Obscured	Thursday	East	48	Female		Ice	Unknown	2700	
									East	48	Unkn- own		Ice	Vision Obscured		
1996019745	6022227	Single	32096	1630	Day	Dry	Unknown	Wednesday	West	39	Male		Dry	Unknown	500	
1996010502	6011664	Sideswipe/Same Direction	21596	2330	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	East	50	Male		Ice	Unknown	7500	
									East	36	Male		Ice	Failure to Have Control		
1996041381	6046819	Bicycle	72396	2135	Dark - Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	71	Male		Dry	Unknown	475	Minor (Bruises/Abrasions)
									East	40	Male		Dry	Headlights Not On		
1997022321	7027223	Other	41197	2330	Dark - Roadway not Lighted	Snow	Failure to Have Control	Friday	West	56	Male		Snow	Unknown	4500	
									West	19	Male		Snow	Failure to Have Control		
1997031008	7038487	Rear End	61897	1150	Day	Dry	Following Too Close	Wednesday	East	74	Female		Dry	Unknown	500	
									East	60	Female		Dry	Failure to Have Control		
									East	24	Male		Dry	Following Too Close		
1997036043	7044922	Single	70797	2300	Dark - Roadway not Lighted	Dry	Animal	Monday	East	40	Female		Dry	Unknown	2100	
1997027749	7034281	Rear End	51297	1650	Day	Dry	Following Too Close	Monday	West	20	Male		Dry	Unknown	6500	Possible (Complaint of Pain)
									West	23	Male		Dry	Following Too Close		
1997056177	7070382	Sideswipe/Same Direction	102697	1350	Day	Snow	Other	Sunday	East	52	Male		Snow	Other	2000	
									East	54	Female		Snow	Unknown		
1997065464	7081548		112097	1830	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	43	Male		Dry	Unknown	1000	
1998009486	8011713	Other	30398	741	Day	Wet	Left of Center - Not Passing	Tuesday	East	59	Male		Wet	Unknown	17750	Major (Incapacitating)
									West	20	Female		Wet	Left of Center - Not Passing		Major (Incapacitating)
									West	47	Female		Wet	Unknown		Possible (Complaint of Pain)
1998028020	8034721	Rear End/Left Turn	62498	1840	Day	Dry	No Signal/Improper Signal	Wednesday	East	20	Male		Dry	No Signal/Improper Signal	8000	Minor (Bruises/Abrasions)
									East	75	Male		Dry	Unknown		
1998031455	8038960		71298	1620	Day	Dry	Unknown	Sunday	South	23	Male		Loose Gravel	Unknown	1000	Unknown
									West	57	Male		Dry	Unknown		
1998033963	8041984	Single	80698	820	Day	Dry	Passing Where Prohibited	Thursday	East	22	Male		Dry	Passing Where Prohibited	7000	
1998038332	8047418	Other	82298	1045	Day	Dry	Passing - Interfered with Other	Saturday	East	54	Male		Dry	Passing - Interfered with Other	1000	Major (Incapacitating)
									East	38	Female		Dry	Exceeding Speed Limit		Possible (Complaint of Pain)
1998042330	8053016	Rear End	92398	2140	Dark - Roadway not Lighted	Dry	Following Too Close	Tuesday	West	48	Female		Dry	Unknown	3500	
									West	21	Male		Dry	Following Too Close		
1998052230	8064254		110698	2030	Dark - Roadway not Lighted	Dry	Animal	Friday	Unknown	50	Male		Dry	Other	1000	
1999005181	9006281	Head-on	12399	220	Dark - Roadway not Lighted	Dry	Left of Center - Not Passing	Saturday	West	20	Male		Dry	Left of Center - Not Passing	38000	Fatal
									East	43	Male		Dry	Unknown		Major (Incapacitating)
1999037064	9045079	Head-on	72399	720	Day	Dry	Passing - Interfered with Other	Friday	East	77	Male		Dry	Passing - Interfered with Other	18000	Major (Incapacitating)
									West	52	Male		Dry	Unknown		Major (Incapacitating)
																Fatal
																Major (Incapacitating)
1999053400	9064667	Rear End	111399	2200	Dark - Roadway not Lighted	Dry	Exceeding Speed Limit	Saturday	West	56	Male		Dry	Unknown	16700	Possible (Complaint of Pain)
									West	29	Male		Dry	Exceeding Speed Limit		Possible (Complaint of Pain)
1999005695	9006862	Rear End/Left Turn	12899	2145	Dark - Roadway not Lighted	Dry	Passing Where Prohibited	Thursday	West	25	Male		Dry	Unknown	1000	Minor (Bruises/Abrasions)
									West	37	Male		Dry	Passing Where Prohibited		
1999009028	9011032	Head-on	21899	1815	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	21	Female		Ice	Unknown	20000	Minor (Bruises/Abrasions)
									East	32	Female		Ice	Failure to Have Control		Minor (Bruises/Abrasions)
																Major (Incapacitating)
1999022101	9026895	Single	51399	2315	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	26	Male		Dry	Unknown	1000	
1999026266	9031895		60499	130	Dark - Roadway not Lighted	Dry	Animal	Friday	West	21	Male		Dry	Unknown	1000	
1999040267	9048993	Head-on	90399	1500	Day	Dry	Unknown	Friday	East	24	Male		Dry	Unknown	1000	Minor (Bruises/Abrasions)
									West	61	Male		Dry	Unknown		Minor (Bruises/Abrasions)
																Minor (Bruises/Abrasions)
1999056411	9068248	Rear End	112999	1710	Dark - Roadway not Lighted	Dry	Following Too Close	Monday	West	41	Female		Dry	Following Too Close	1000	
									West	54	Male		Dry	Unknown		
1999057309	9069345		120499	1930	Dark - Roadway not Lighted	Dry	Animal	Saturday	East	71	Male		Dry	Unknown	1000	
1999057823	9069950	Single	120699	2315	Dark - Roadway not Lighted	Dry	Animal	Monday	East	45	Female		Dry	Unknown	1000	Minor (Bruises/Abrasions)
																Minor (Bruises/Abrasions)
1999058038	9070211		120499	2030	Dark - Roadway not Lighted	Dry	Animal	Saturday	West	31	Male		Dry	Unknown	1000	
1999062473	9075392	Rear End	122999	750	Day	Wet	Unknown	Wednesday	East	25	Male		Wet	Unknown	1000	Possible (Complaint of Pain)
									East	34	Male		Wet	Unknown		
1999062927	9077200	Other	122999	2100	Dark - Roadway not Lighted	Dry	Improper Lane Changes	Monday	East	60	Male		Dry	Unknown	1000	

As mentioned, the left most 2 columns indicate the beginning of a case. Note that the rows below some of the values in this column are blank. These rows reference the case number above them. The rows are blank because the first few columns of this report list only crashwide information, such as date, time, light, etc. This information is only reported once per crash. Further to the left, you'll notice that the rows with blank information to the left have information in them. This information is either vehicle/driver specific information or injury information. Additional rows are created for each instance of this additional information. Thus, a single vehicle crash with up to one injured person will only be listed on one row. Otherwise, multiple rows will be required depending both on number of vehicles and number of injured.

For discussion of the Year Based Reports in more detail, reference the following visuals:

Numerical:

Major Cause Injury Summary Sheet (Numerical)									
Year	Major Cause	Total Crashes	Fatal Crashes	Inj Crashes	PD/Crashes	Total Crashes	Fatal Crashes	Minor Crashes	Unkn Crashes
1996	Animal								
	Ran Traffic Signal								
	Ran Stop Sign								
	Passed Stopped School Bus								
	Passing Where Prohibited								
	Passing - Interfered with Other								
	Left of Center - Not Passing								
	FTYROW at Uncontrolled Inter								
	FTYROW from Stop Sign								
	FTYROW from Yield Sign								
	FTYROW Making Left Turn								
	FTYROW from Driveway								
	FTYROW from Parked Position								
	FTYROW to Pedestrian								
	FTYROW Other								
	Wrong Way on One Way Road								
	Speed Too Fast for Conditions								
	Exceeding Speed Limit								
	Drag Racing								
	Improper Turn								
	Improper Lane Change								
	Following Too Close								
	No Signal/Improper Signal								
	Disregarded RR Signal								
	Disregarded Warning Signal								
	Reckless Driving								
	Improper Backing								
	Illegal/Improper Parking								
	Failure to Have Control	1		1					
	Headlights Not On	1		1		1		1	
	Inattention/Distracted								
	Driver Confused								
	Visions Obscured	1		1					
	Overized Vehicle								
	Overloaded with Passengers/C								
	Inexperienced Driver								
	Other								
	Unknown	1		1					
	None Apparent								
1997	Animal	2		2					
	Ran Traffic Signal								
	Ran Stop Sign								
	Passed Stopped School Bus								
	Passing Where Prohibited								
	Passing - Interfered with Other								
	Left of Center - Not Passing								
	FTYROW at Uncontrolled Inter								
	FTYROW from Stop Sign								
	FTYROW from Yield Sign								
	FTYROW Making Left Turn								
	FTYROW from Driveway								
	FTYROW from Parked Position								
	FTYROW to Pedestrian								
	FTYROW Other								
	Wrong Way on One Way Road								
	Speed Too Fast for Conditions								
	Exceeding Speed Limit								
	Drag Racing								
	Improper Turn								
	Improper Lane Change								
	Following Too Close	2		1	1	1		1	
	No Signal/Improper Signal								
	Disregarded RR Signal								
	Disregarded Warning Signal								
	Reckless Driving								
	Improper Backing								
	Illegal/Improper Parking								
	Failure to Have Control								
	Headlights Not On								
	Inattention/Distracted								
	Driver Confused								
	Visions Obscured								
	Overized Vehicle								
	Overloaded with Passengers/C								
	Inexperienced Driver								
	Other								
	Unknown								
	None Apparent								

Textual:

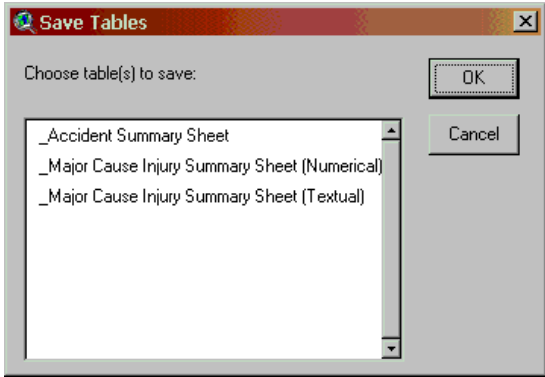
Major Cause Injury Summary Sheet (Textual)									
Year	Major Cause	Total Crashes	Fatal Crashes	Inj Crashes	PD/Crashes	Total Crashes	Fatal Crashes	Minor Crashes	Unkn Crashes
1996	Failed to Have Control	1		1					
	Headlights Not On	1		1		1		1	
	Visions Obscured	1		1					
1997	Animal	2		2					
	Following Too Close	2		1	1	1		1	
	Failure to Have Control	1		1					
1998	Other	1		1					
	Animal	1		1					
	Passing Where Prohibited	1		1					
1999	Passing - Interfered with Other	1		1		2		1	1
	Left of Center - Not Passing	1		1		3		2	1
	Following Too Close	1		1					
2000	No Signal/Improper Signal	1		1		1		1	
	Unknown	1		1					1
	Animal	6		4	2			2	
2001	Passing Where Prohibited	1		1		1		1	
	Passing - Interfered with Other	1	1	4	1	3			
	Left of Center - Not Passing	1	1	3	1	1		1	
2002	Exceeding Speed Limit	1		1		2		2	
	Improper Lane Change	1		1					
	Following Too Close	1		1					
2003	Failure to Have Control	1		1		4		1	2
	Unknown	2		2		4		3	1
	Animal	2		1	1	2			2
2004	Ran Stop Sign	1	1	2		2	1	1	
	Speed Too Fast for Conditions	1		1		2		1	1
	Following Too Close	1		1					
2005	Failure to Have Control	3		2	1	4		2	1
	Unknown								
	Animal								

Only a portion of the Numerical report is shown whereas the entirety of the Textual report is shown. As is evident, the Textual report is, many times, much briefer than the Numerical report. This facilitates printing. However, as SAVER does not total the years at this time, the Numerical report facilitates the use of a spreadsheet for this purpose (creating a formula and copying it is much easier). Also, if graphs and charts are desired, again within a spreadsheet, the Numerical option is probably best. Again, this ability will be part of SAVER at some point.

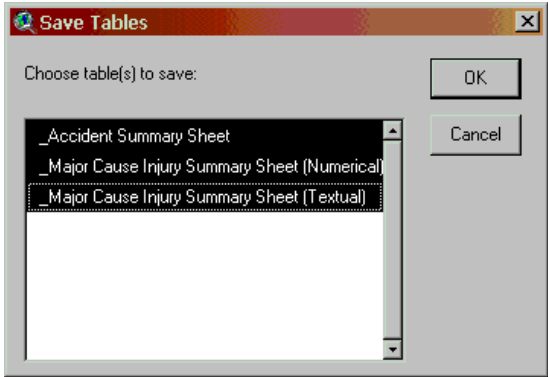
To save the reports, select the Save Tables option from the File Commands dialog:



The Save Tables dialog appears:

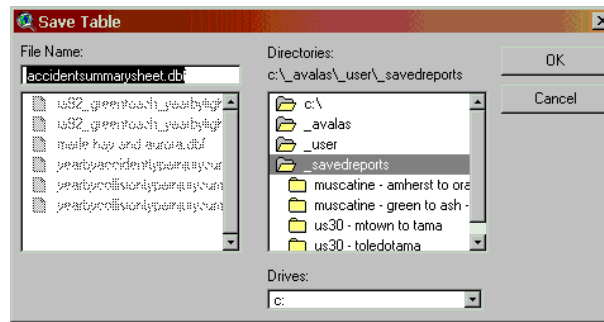


Select a subset of these. All have been selected here:



Click the OK button on this dialog.

The Save Tables dialog appears:



This dialog provides a default name and a default save directory. Change the name and directory if you desire. You can see that on my computer I have subdirectories related to particular requests.

Click the OK dialog on this dialog when you have set the name and directory as desired. The Save Selected Records Only dialog appears:

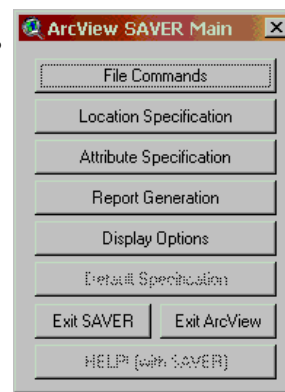


Note that the default is No. Unless you have made a selection within the reports that you wish to save, click on No. A selection within a report might be made if some bit of striking or notable information was desired. At this point, making selections requires some knowledge of ArcView. It is advisable for most users, at this point, to click No.

These two dialogs will reappear for each report that has been selected from the Save Reports list.

Additionally, if you have saved previous reports of the same type and have not changed their names or moved them into subdirectories, you will be asked if you want to overwrite the existing file. Be Careful! Rename the file if you don't want to overwrite.

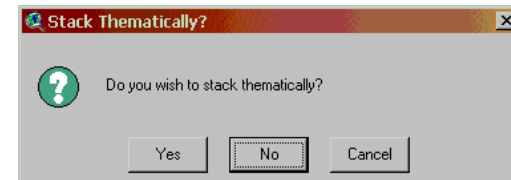
Now that reports have been covered, click on the Main Dialog button on the Answers dialog. The Main dialog appears:



Now to “stack” the crashes, click on the Display Options button. The Display Options dialog appears:



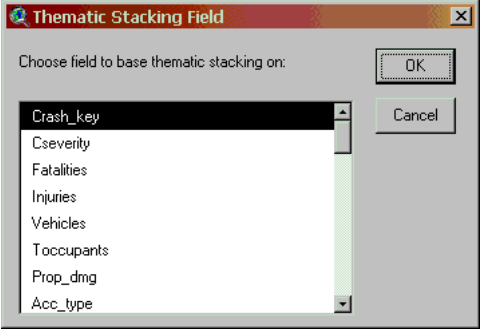
Assuming the crash layers are still active, click on the Create Stacks button. (If the crash layers are not active, set them active first.) The following dialog appears:



To clarify, what this is asking is whether you only want to stack on the total number of crashes at a site (the No option) or whether you want to stack based on some attribute within the database (e.g., crash severity or injury severity). In the former case, a point coverage and a line coverage representing total crashes at a point will be produced. In the latter case, these coverages as well as a point coverage and a line coverage representing the attributes (e.g., for crash severity: fatal, injury, pdo) will be produced.

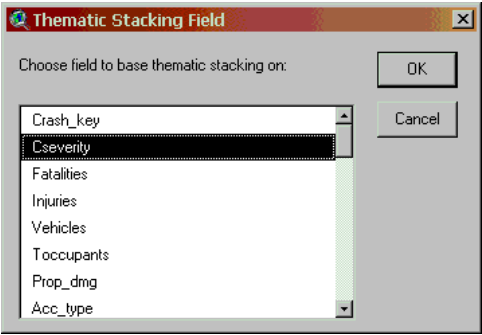
Again, BTW, theme = layer = coverage. Same thing.

Click Yes for this example. The computer becomes busy. It is determining what fields are available in the crash database for stacking. At length, the following dialog appears:



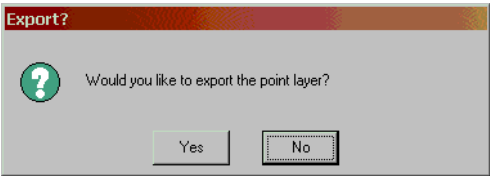
In this dialog are listed all the fields in all Active crash themes. Pick one. Currently the fields are listed. Future intent is to list the fields by name, such as Crash Severity instead of Cseverity. FYI...Cseverity = Crash Severity, Iseverity = Injury Severity. There are three tables available which define each of the fields listed here. Check under c:_avalas_documentation and find the A, B, and C Record format Excel files. Certain fields, such as Sobr_reslts, Prop_dmg, etc. should be avoided at this time as their values are continuous and thus could create long waits and meaningless stacks. This will be fixed.

Here, we'll pick Cseverity:



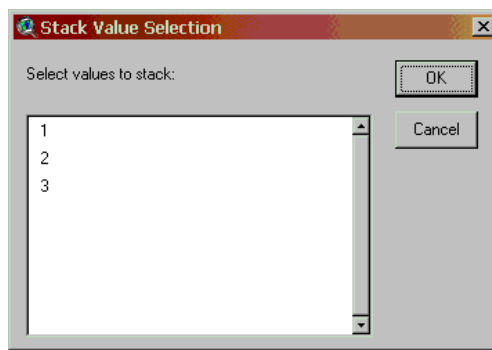
Click the OK button on this dialog.

The computer becomes busy. The first thing it is working on is the point theme representing total crashes at a particular geographic point. This should take little time but again is lengthened depending on the number of counties open, the number of years active, and the number of crashes selected. At the end of this stage, it will ask you if you want to export the theme:



Let's assume, for now, you don't. Click No. (If you did want to it would ask you questions similar to those posed during report saving.)

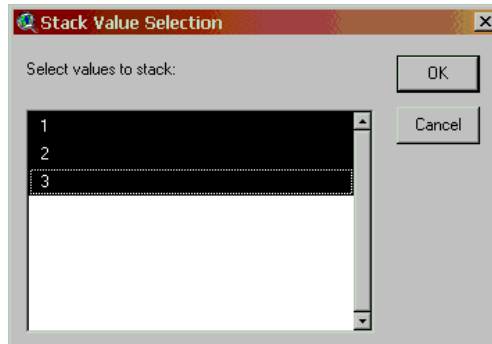
The next dialog that will appear is:



It would be helpful to know the definitions of these values at this point. Again, reference the A, B, C Record format Excel files under c:_avalas_documentation.

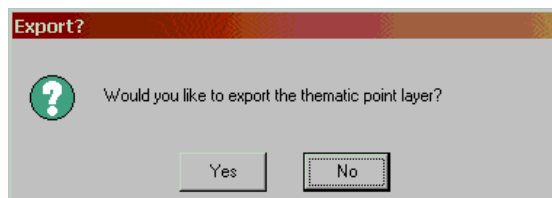
In the case of Crash Severity, 1 = Fatal, 2 = Injury, 3 = PDO. You can select any combination of these. Only those options available in the current Selection Set of the Active Themes will be listed.

Select all three:



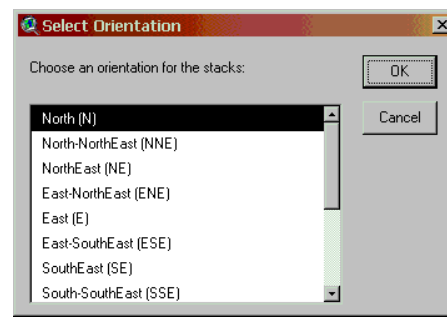
Click the OK button on this dialog.

The computer becomes busy again. It is now working on the point theme representing the crashes of each particular attribute (e.g., crash severity) at a particular geographic point. Of the stacking procedure, this process takes the longest time and again depends on the number of counties open, the number of years active, and the number of crashes selected. This might be a lengthy wait depending on those factors (e.g., If you pick a short section, such as what we're working with, the wait won't be too long. However, if you pick the entire Interstate 80 corridor across the state for 10 years, be prepared to go home and come back in the morning. BTW...this can be done.). At the end of this stage, it will ask you if you want to export the theme:



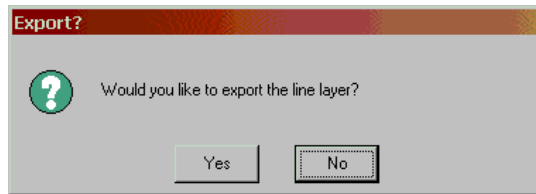
Again, let's assume, for now, you don't. Click No. (And, again, if you did want to it would ask you questions similar to those posed during report saving.)

The next dialog to appear is:



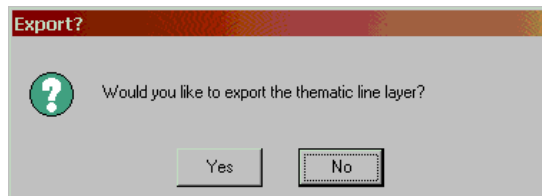
This allows the user to orient their stacks to fit the roadway length they are analyzing. The stack orientation is based on compass direction and allows 16 selections covering 360 degrees.

For our case, as our road is East-West, we could reasonably select North, North-NorthEast, or North-NorthWest. We'll stick with North. Click OK. The computer is briefly busy. It is creating the total crash line layer based on the total crash point layer. Upon completion, it'll ask about exporting the theme:



Again, let's assume, for now, you don't. Click No. (And, again, if you did want to it would ask you questions similar to those posed during report saving.)

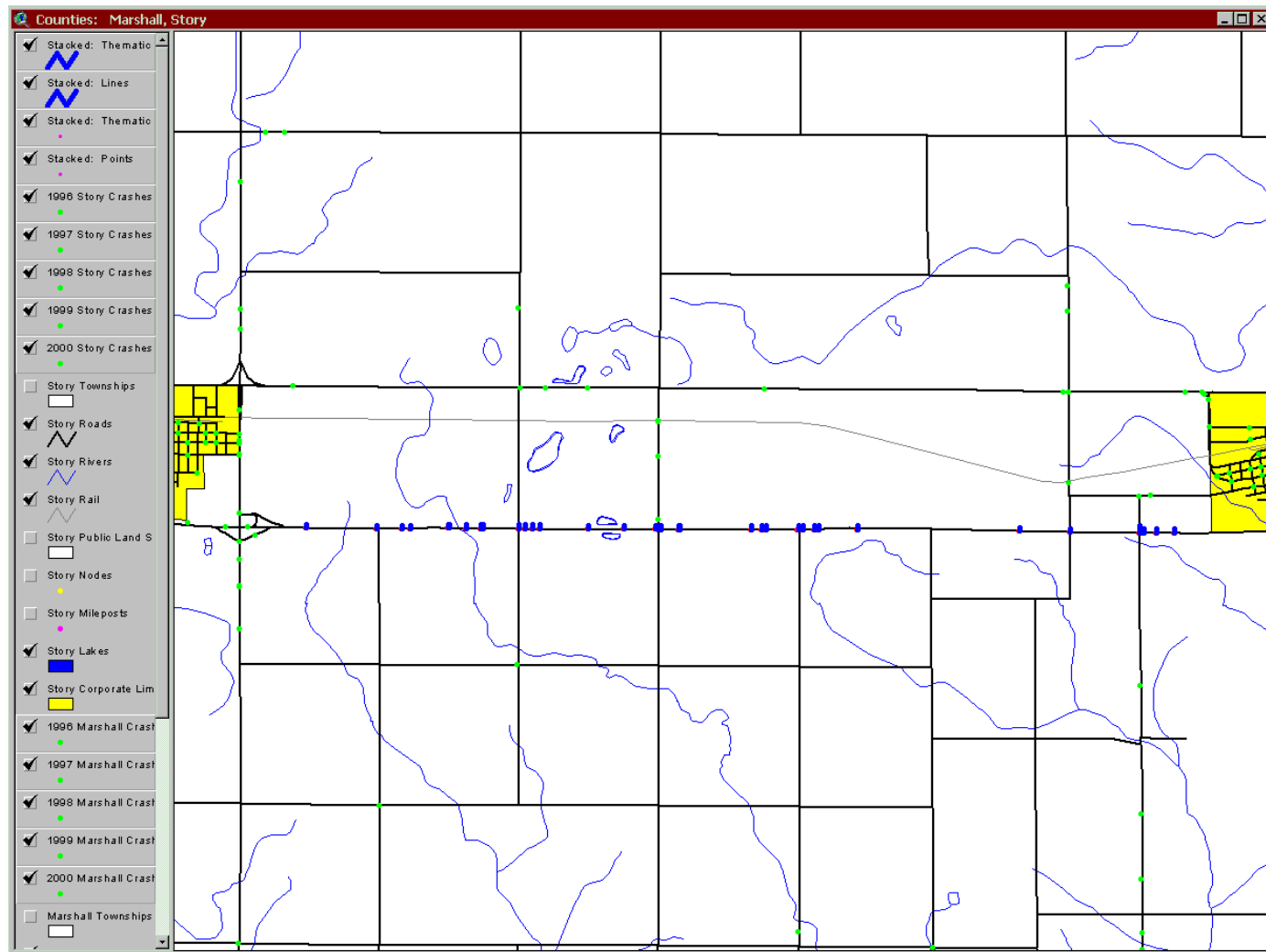
The computer is briefly busy. It is creating the crash attribute line layer based on the crash attribute crash layer. Upon completion, it'll ask about exporting the theme:



Again, let's assume, for now, you don't. Click No. (And, again, if you did want to it would ask you questions similar to those posed during report saving.)

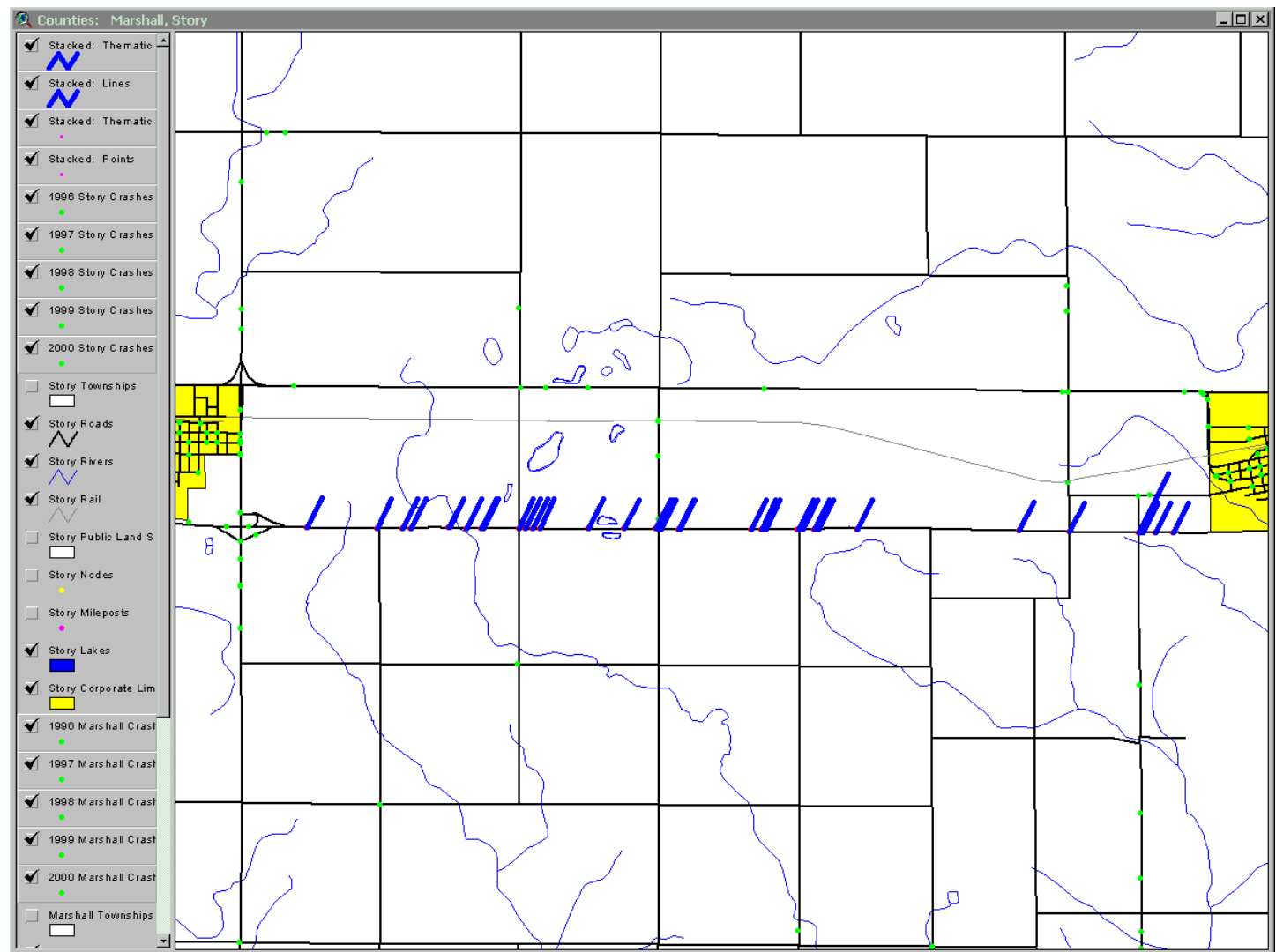
All of this adds to the "working" view by adding 4 themes, one for each type of layer mentioned during this process. They are named appropriately, are visible, and are active.

The results of all this stacking are:



However, it is obvious that the lines (represented by what look like blue dots here) are not long enough. This is due to the fact that we failed to zoom out first to accommodate for length of section. That is to say, by zooming out a couple, stacking, and then zooming back in we can influence the length of these lines, producing more meaningful and discernable results. That said, redoing the stacks is as simple as clicking on the Zoom Out button two or three times, then Create Stacks, then Zoom in two or three times.

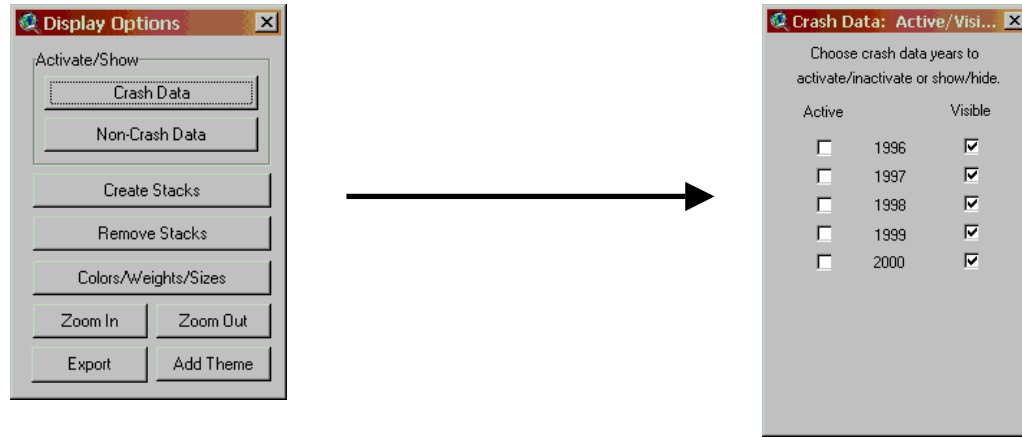
The results of this zooming out, stacking, and zooming in are:



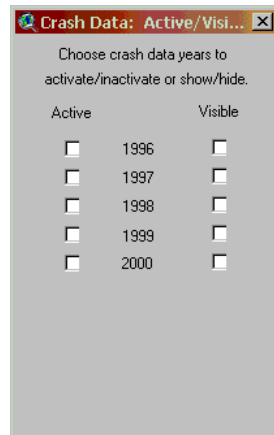
As is obvious, these stacks are much more discernable.

These lines display the stacks for total crashes. To display the results of the thematic line stacking, first we can make all the other stack layers and the crash layers non-visible. Then we can concentrate on setting the thematic properties. Again, at this time you must do this yourself. Future versions will do it for you.

First, to set the crash layers non-visible (and non-active), from the Display Options dialog click on the Crash Data button within the Activate/Show control panel. This will display the Crash Date: Active/Visible dialog:



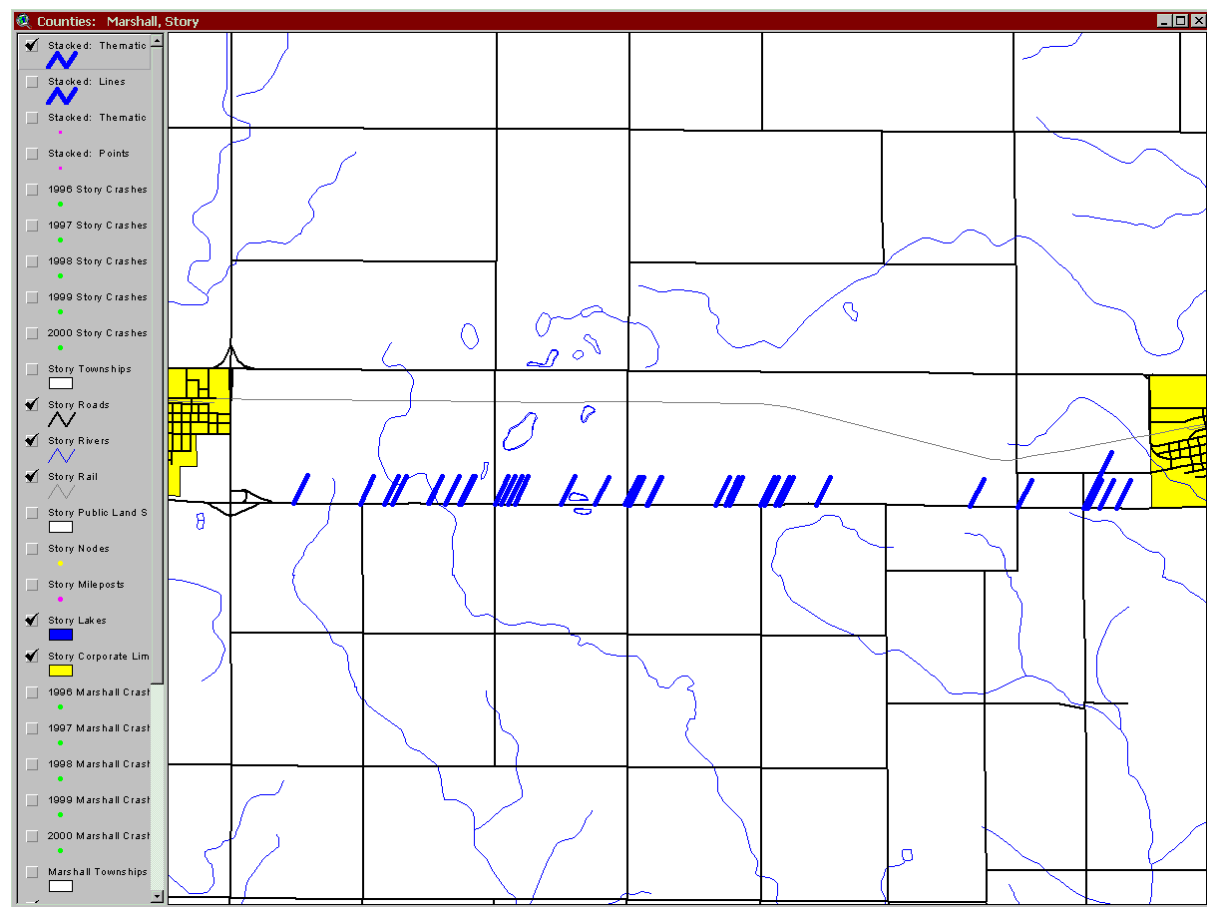
Click the Clear button on the Answers dialog. The Crash Data: Active/Visible dialog changes to:



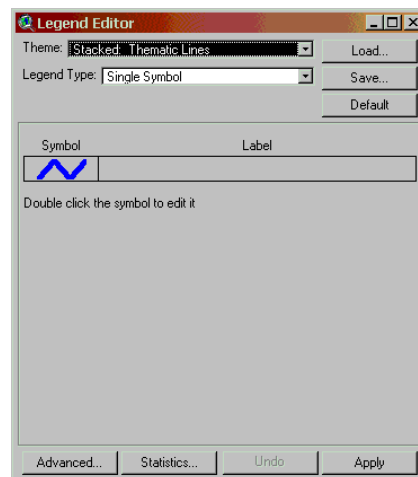
Click OK on the Answers dialog. Then click on the << Back button.

Now, click on the checkmarks in front of the stacked layers other than the Thematically Stacked Lines layer. This will make them non-visible. Finally, click on the Thematically Stacked Lines layer to make it active.

The View should now look like:

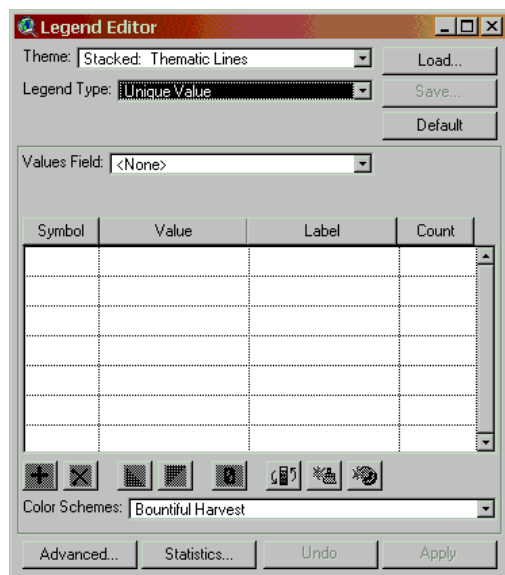


Double-click on the Thematic Lines Layer...the Legend Editor dialog appears:

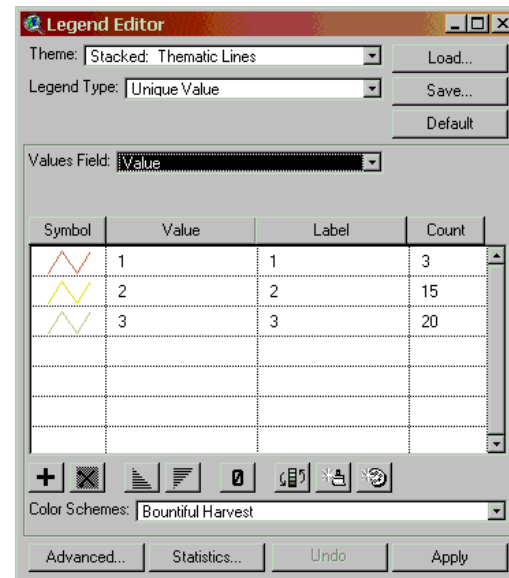


Click on the down arrow to the right of the Legend Type: box...to the right of the words Single Symbol. A series of choices will appear, one of which is Unique Value. Pick that.

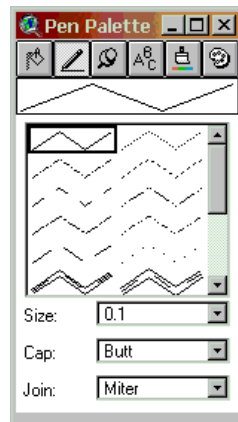
The Legend Editor dialog changes:



Now, click on the down arrow to the right of the Values Field: box...to the right of the word <None>. One of the choices will be Value. Pick that. The Legend Editor dialog will change again:



Now, double click on the crooked line symbol in front of the first value. The Pen Palette dialog opens:

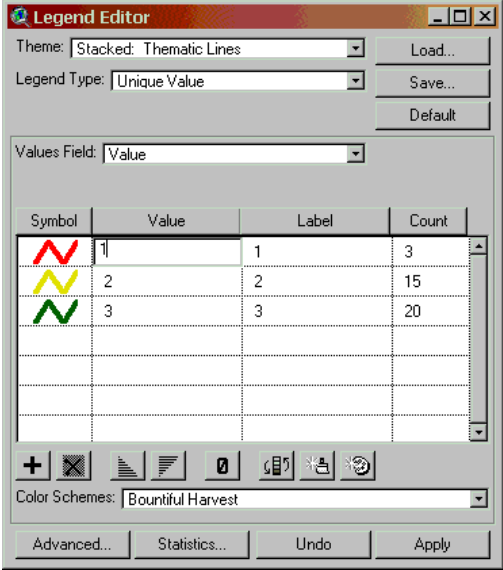


From here, you can set the line size to a suitable width, say 3.

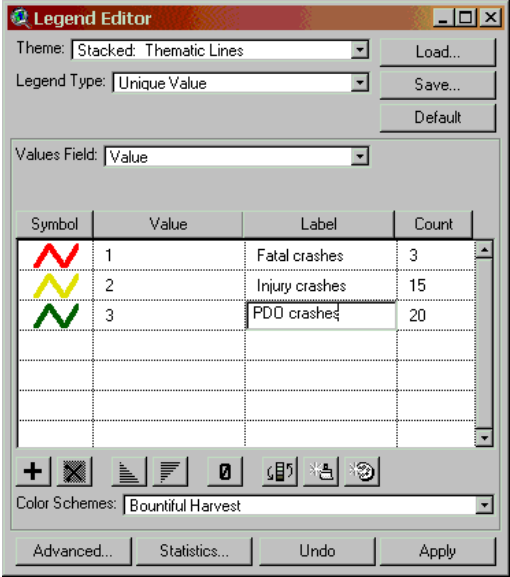
Then, switching to the Paint Brush symbol, you can set an appropriate color, say red for Fatal crashes.


Set the other values (2 and 3) to appropriate line sizes (probably 3) and colors, say orange and green.

The Legend Editor dialog upon completion:

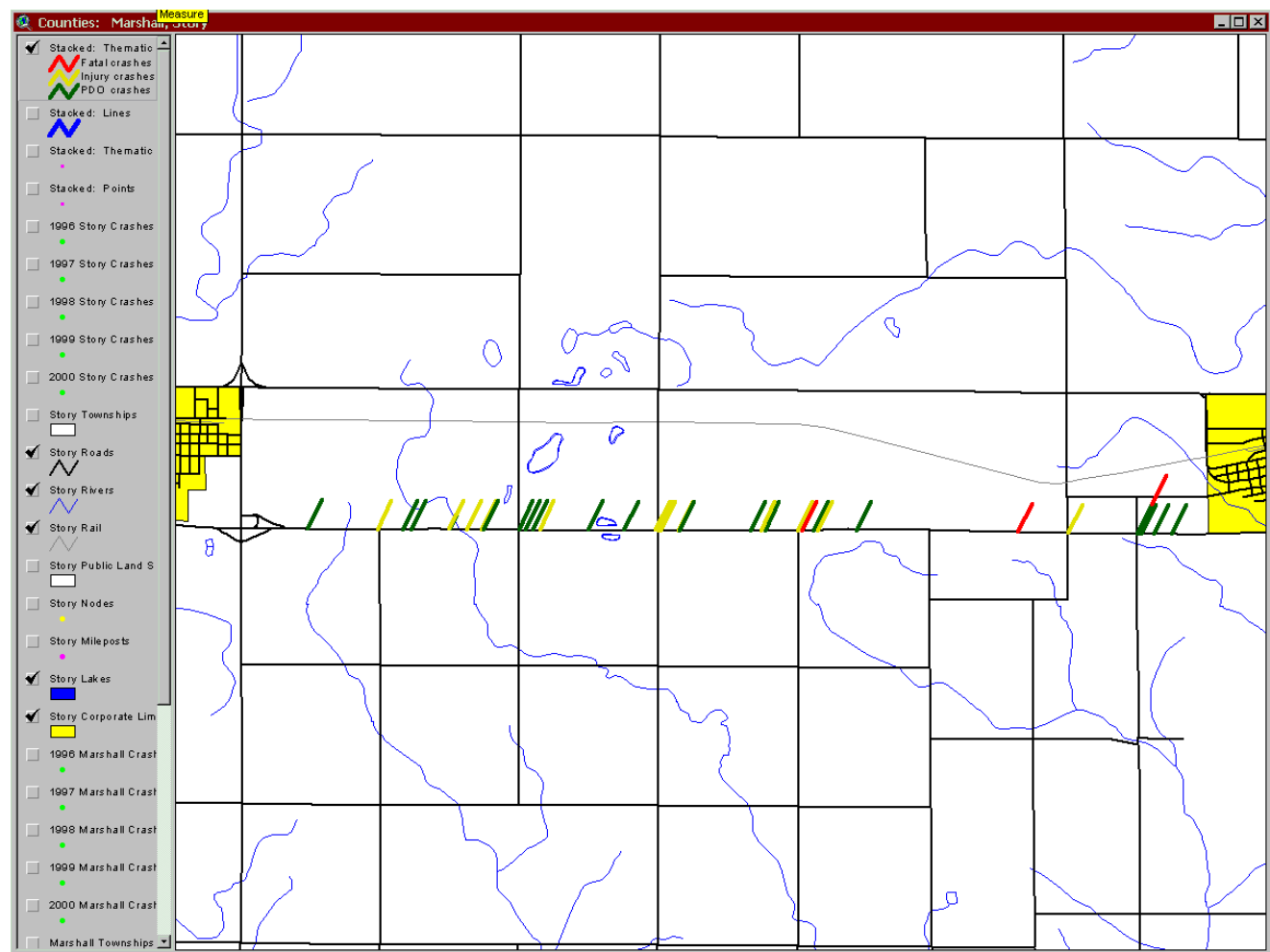


Now, click in the label column on the first value. Then type in Fatal crashes. Repeat this for the values of Injury crashes and PDO crashes. The Legend Editor box after:

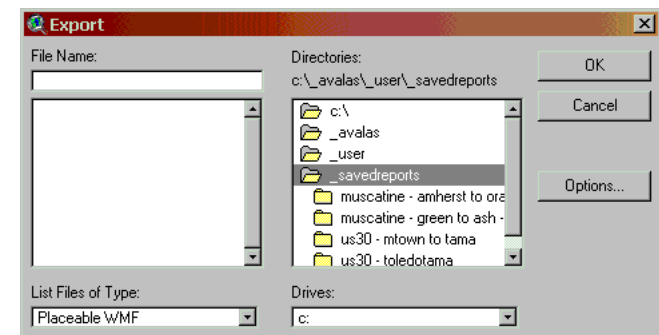


Click Apply and then click the Close button  in the upper right. You might also have to close the Pen Palette dialog similarly.

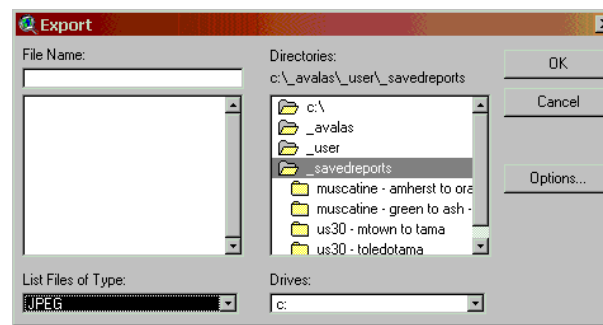
The final thematic View:



From here, you might export the view to a file in order to save it or bring it into a presentation software (e.g., Microsoft's Powerpoint). To export the view, click the Export button on the Display Options dialog. The Export dialog appears:

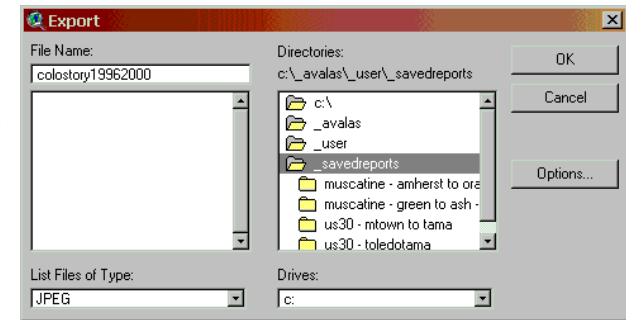


There are several choices for file types. We recommend JPEGs. To set the file type to this type, click on the arrow to the right of the List Files of Type box...to the right of the words Placeable WMF. For some reason, JPEGs is the last option. Scroll down to it, pick it. The Export dialog now:



To place the file in a particular folder, navigate to that folder. For this example, we'll just stay here. Type in a suitable filename, something that indicates where you're at. We'll name the file colotostory19962000:

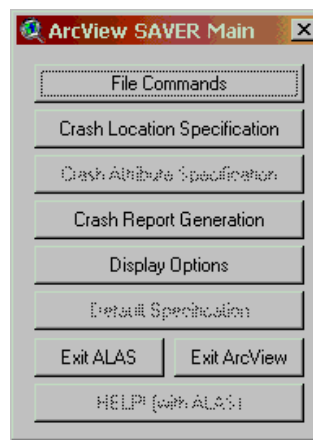
Click on the OK button on this dialog. The file is saved, in this case to c:_avalas_user_savedreports\colotostory19962000.jpg



If you are done with the stacking layers and wish to remove them, click on the Remove Stacks button on the Display Options dialog.

Return to the Main dialog by clicking on the Main Dialog button on the Answers dialog.

Now, we'll cover some file management issues/capabilities. First, return to the Main dialog by clicking on the Main Dialog button on the Answers dialog:



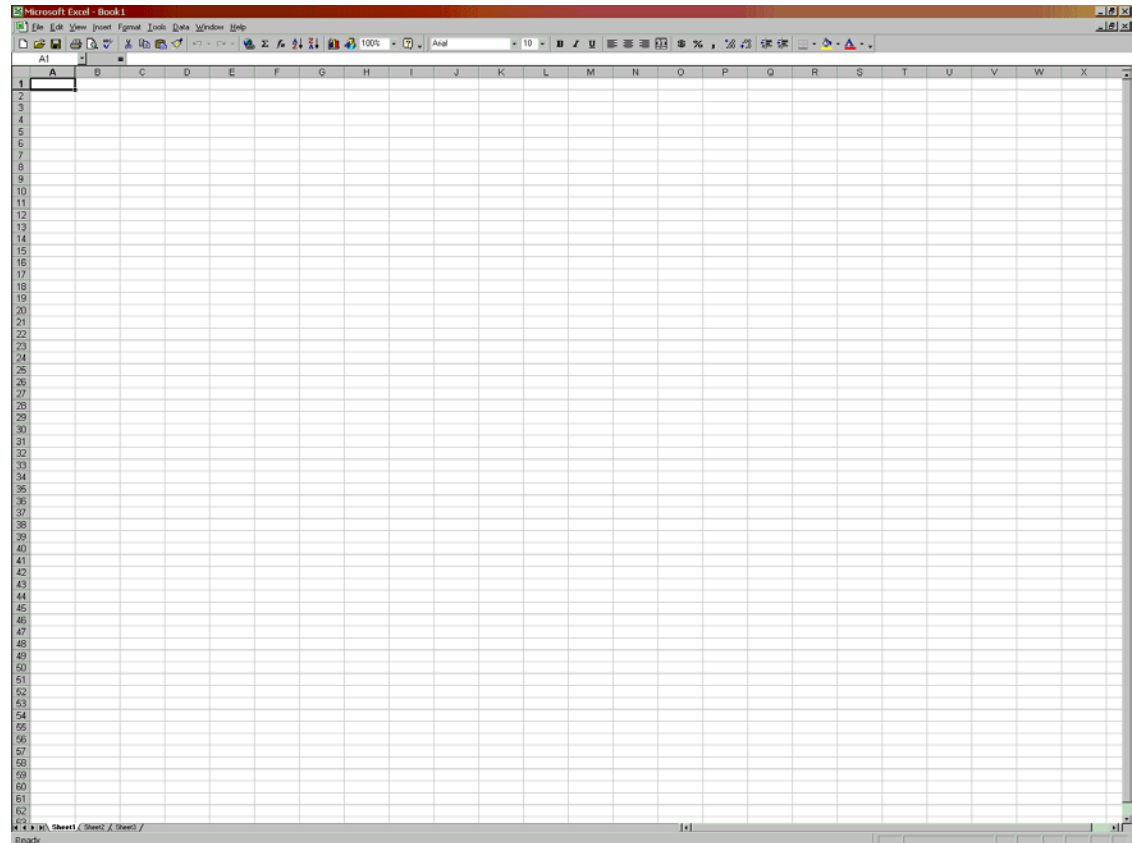
Then click on the File Commands button. The File Commands dialog will appear:



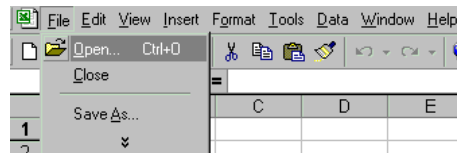
As you can see, there are many options available. New Map has been covered. Hide Map will close the current “working” View, leaving it in the project. Hide Map, if no map is open, will say “Show Map” instead. Close Map will delete the current “working” View from the project. Select Map allows selection of the “working” View from the list of Views in a project. Save Project allows saving of the project to a different name. Open project allows you to open an existing project...perhaps one that you’ve saved and want to work with further.

Other button that may be enabled, depending on project circumstances, are the Tables buttons. The View Tables button produced attribute tables of the active themes in the “working” View. If you had produced reports and they still existed in the project, the Close Tables, Show/Hide Tables, and Save Tables buttons would be enabled. The Close Tables button allows the deletion, from the project, of a selection of tables. The Show/Hide Tables button alternates and either allows display of available tables or closing of available tables.

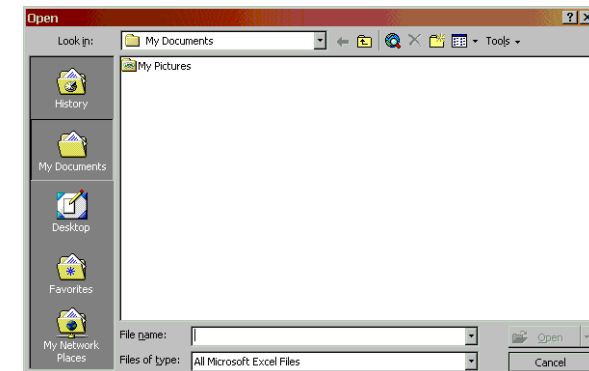
Assuming you've saved some reports, you can now open them up in a spreadsheet (e.g., Excel or Lotus 1-2-3). The manual will describe use of Excel. Lotus 1-2-3 should be similar. To illustrate, let's use the reports created as part of this manual. Remember, they are located in c:_avalas_user_savedreports\\. First, open Excel, you'll get a blank Excel window:



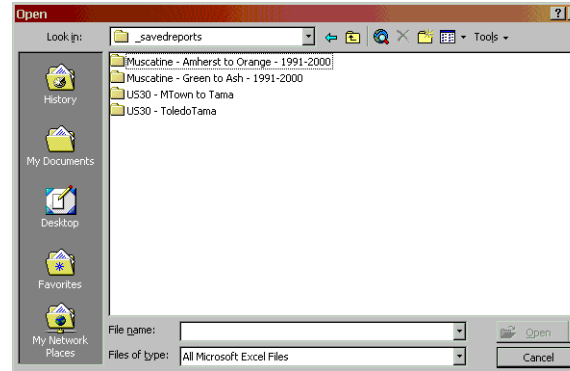
Select File > Open from the menu options:



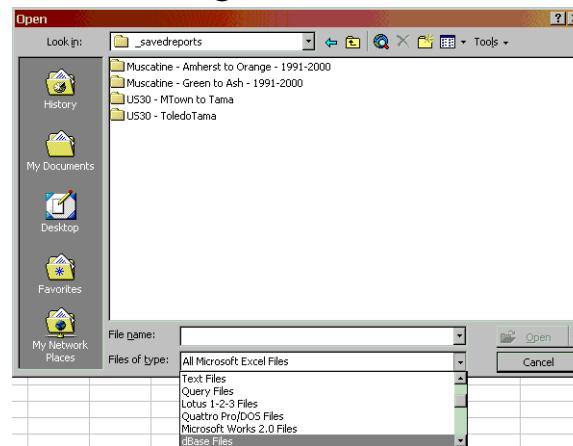
An Open File dialog appears:



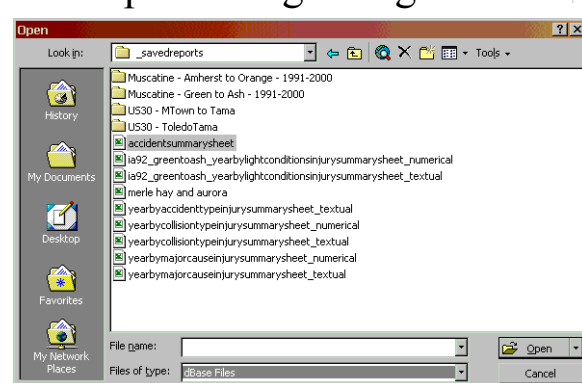
Navigate to c:_avalas_user_savedreports\
Note that the same directories that appeared when we were saving the tables appear now. These directories are only on my computer...they are saved results from my analyses. Also, note that no files appear in the c:_avalas_user_savedreports\ directory.



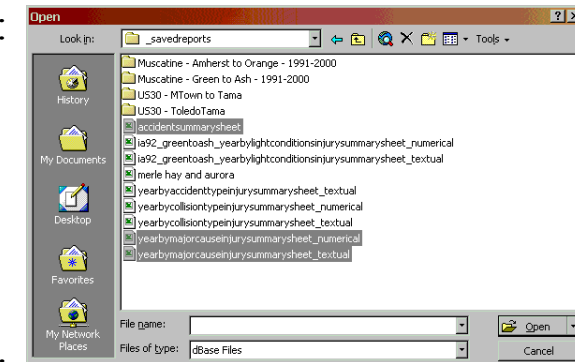
The tables that we saved are saved as dBASE tables. To display dBASE files, click on the downarrow to the the right of the Files of type: box...to the right of the words “All MicroSoft Excel Files”. Then scroll down to dBASE files and select this:



The Open dialog changes:



Choose the files desired...in our case “accidentsummarysheet”, “yearbymajorcauseinjurysummarysheet_numerical”, and “yearby majorcauseinjurysummarysheet_textual”:

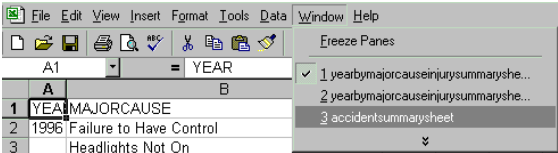


Click the Open button.

All three files open, only one displays:

YEAR	MAJORCAUSE	TOTAL	FATAL	INJURY	POOR	TOTAL	FATAL	MAJOR	MINOR	POSS	UNK
1996	Failure to Have Control	1		1							
	Headlights Not On	1		1							
	Vision Obscured	1		1							
	Unknown	1		1							
1997	Animal	2		2							
	Following Too Close	2		1	1						
	Failure to Have Control	1		1							
	Other	1		1							
1998	Animal	1		1							
	Passing Where Prohibited	1		1							
	Passing - Interfered with Other Vehicle	1		1	2		1			1	
	Left of Center - Not Passing	1		1	3		2			1	
	Following Too Close	1		1							
	No Signal/Improper Signal	1		1	1				1		
	Unknown	1		1							1
1999	Animal	5		4	2				2		
	Passing Where Prohibited	1		1					1		
	Passing - Interfered with Other Vehicle	1	1		4	1	3				
	Left of Center - Not Passing	1	1		3	1	1		1		
	Exceeding Speed Limit	1	1	1	2					2	
	Improper Lane Change	1		1							
	Following Too Close	1		1							
	Failure to Have Control	1	1		4		1	3			
	Unknown	2	2		4			3	1		
2000	Animal	2		1	1	2				2	
	Ran Stop Sign	1	1		2	1			1		
	Speed Too Fast for Conditions	1		1		2			1	1	
	Following Too Close	1		1							
	Failure to Have Control	3		2	1	4		2	1	1	

To switch between files, click on the Windows menu and pick the file to switch to:



Here we've switched to the Accident Summary Sheet.

The Accident Summary Sheet:

Now, we will prepare the file for printing and providing to our bosses. We will need a title, location identification, years of analysis, and the like. Plus, we might as well provide more meaningful column titles. (BTW...the intent is to have future versions do this for you.)

Microsoft Excel - accidentsummarysheet														
File Edit View Insert Format Tools Data Window Help														
A1 CRASH KEY														
1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	CRASH KEY	CASENO	COLL_TYPE	DATE	TIME	LIGHT	SURF_COND	MAJORCAUSE	DAY	TRAVELDIR	AGE	GENDE	RESIDENCE	SURF_COND1
3	19960039951	6004399		1886	1700	Day	Ice	Vision Obscured	Thursday	East	48	Female	Ice	U
4									East	48		Unknown	Ice	V
5	1996019745	6002227	Single	3206	1630	Day	Dry	Unknown	Wednesday	West	39	Male	West	U
6	1996010502	6011664	Sideswipe/Same Direction	2156	2330	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	East	50	Male	Ice	U
7									East	36		Male	Ice	F
8	1996041381	6046819	Bicycle	7236	2135	Dark - Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	71	Male	Dry	U
9									East	40		Male	Dry	H
10	1997022321	7027223	Other	41197	2330	Dark - Roadway not Lighted	Snow	Failure to Have Control	Friday	West	56	Male	Snow	U
11									West	19		Male	Snow	F
12	1997031000	7036407	Rear End	61097	1150	Day	Dry	Following Too Close	Wednesday	East	74	Female	East	U
13									East	60		Female	Dry	F
14	1997036043	7044922	Single	70797	2300	Dark - Roadway not Lighted	Dry	Animal	Monday	East	40	Female	Dry	U
15	1997027749	7034281	Rear End	61297	1650	Day	Dry	Following Too Close	Monday	West	20	Male	Dry	U
16									West	23		Male	Dry	F
17	1997056177	7070302	Sideswipe/Same Direction	102697	1350	Day	Snow	Other	Sunday	East	62	Male	Snow	O
18									East	54		Female	Snow	U
19	1997065464	7001540		112097	1030	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	43	Male	Dry	U
20	1998009486	8011713	Other	30398	741	Day	Wet	Left of Center - Not Passing	Tuesday	East	59	Male	Wet	U
21									West	20		Female	Wet	L
22									West	47		Female	Wet	U
23	1998028020	8034721	Rear End/Left Turn	62498	1840	Day	Dry	No Signal/Improper Signal	Wednesday	East	20	Male	Dry	N
24									East	76		Male	Dry	U
25	1999031455	9003960		71290	1620	Day	Dry	Unknown	Sunday	South	23	Male	Loose Gravel	U
26									West	57		Male	Dry	U
27	1998033963	8041984	Single	80698	820	Day	Dry	Passing Where Prohibited	Thursday	East	22	Male	Dry	P
28	1998036352	8047418	Other	62236	1045	Day	Dry	Passing - Interfered with Other Vehicle	Saturday	East	54	Male	Dry	P
29									East	38		Female	Dry	E
30	1998042930	8063016	Rear End	92988	2140	Dark - Roadway not Lighted	Dry	Following Too Close	Tuesday	West	48	Female	Dry	U
31									West	21		Male	Dry	F
32	1999052230	0064254		110690	2030	Dark - Roadway not Lighted	Dry	Animal	Friday	Unknown	50	Male	Dry	O
33	1999005181	9006281	Head-on	12399	220	Dark - Roadway not Lighted	Dry	Left of Center - Not Passing	Saturday	West	20	Male	Dry	L
34									East	43		Male	Dry	U
35														
36	1999037064	9045079	Head-on	72399	720	Day	Dry	Passing - Interfered with Other Vehicle	Friday	East	77	Male	Dry	P
37									West	52		Male	Dry	U
38														
39														
40	1999053400	9064667	Rear End	111399	2200	Dark - Roadway not Lighted	Dry	Exceeding Speed Limit	Saturday	West	56	Male	Dry	U
41									West	29		Male	Dry	E
42	1999005665	9006862	Rear End/Left Turn	12899	2145	Dark - Roadway not Lighted	Dry	Passing Where Prohibited	Thursday	West	26	Male	Dry	U
43									West	37		Male	Dry	P
44	1999009020	9011032	Head-on	21099	1815	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	21	Female	Ice	U
45									East	32		Female	Ice	F
46														
47														
48	1999022101	9026895	Single	51399	2315	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	26	Male	Dry	U
49	1999012636	9031895		80499	130	Dark - Roadway not Lighted	Dry	Animal	Friday	West	21	Male	Dry	U
50	1999040267	9048959	Head-on	90399	1600	Day	Dry	Unknown	Friday	East	24	Male	Dry	U
51									West	61		Male	Dry	U
52														
53	1999056411	9068248	Rear End	112099	1710	Dark - Roadway not Lighted	Dry	Following Too Close	Monday	West	41	Female	Dry	F
54									West	54		Male	Dry	U
55	1999057309	9069345		120499	1930	Dark - Roadway not Lighted	Dry	Animal	Saturday	East	71	Male	Dry	U
56	1999057823	9069950	Single	120699	2315	Dark - Roadway not Lighted	Dry	Animal	Monday	East	45	Female	Dry	U
57														
58	1999050030	9070211		120499	2030	Dark - Roadway not Lighted	Dry	Animal	Saturday	West	31	Male	Dry	U
59	1999062473	9075392	Rear End	122999	750	Day	Wet	Unknown	Wednesday	East	25	Male	Wet	U
60									East	34		Male	Wet	U
61	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
62									East	61		Male	Dry	U
63	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
64	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
65	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
66	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
67	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
68	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
69	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
70	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
71	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
72	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
73	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
74	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
75	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
76	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
77	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
78	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
79	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
80	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
81	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
82	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
83	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
84	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
85	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
86	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
87	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
88	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
89	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
90	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
91	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
92	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
93	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
94	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
95	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
96	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
97	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
98	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
99	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
100	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U

First, to provide more meaningful column titles, just go to the column heading you wish to change and type in a new one. The Tab key and the Arrow keys are useful for moving around in a spreadsheet.

The column names as they appear after change:

Microsoft Excel - accidentsummarysheet															
File Edit View Insert Format Tools Data Window Help															
A1 CrashKey															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	CrashKey	CaseNur Collision Type	Date	Time	Light Conditions	Surface Condi	Major Cause	Day	Travel Direc	Age	Gender	Residence	Surface Condit		
2	1996003951	6004399	11896	1700	Day	Ice	Vision Obscured	Thursday	East	48	Female	Ice	Dry	U	
3									East	48	Unknown	Ice	Dry	V	
4	1996019745	6022227	32096	1630	Day	Dry	Unknown	Wednesday	West	39	Male	Dry	Dry	U	
5	1996010502	6011864	21596	2330	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	East	50	Male	Ice	Dry	U	
6									East	36	Male	Ice	Dry	F	
7	1996041381	6046819	72396	2135	Dark - Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	71	Male	Dry	Dry	U	
8									East	40	Male	Dry	Dry	H	
9	1997022321	7027223	41197	2330	Dark - Roadway not Lighted	Snow	Failure to Have Control	Friday	West	56	Male	Snow	Dry	U	
10									West	19	Male	Snow	Dry	F	
11	1997031008	7038487	61897	1150	Day	Dry	Following Too Close	Wednesday	East	74	Female	Dry	Dry	U	
12									East	60	Female	Dry	Dry	F	
13									East	24	Male	Dry	Dry	F	
14	1997036043	7044922	70797	2300	Dark - Roadway not Lighted	Dry	Animal	Monday	East	40	Female	Dry	Dry	U	
15	1997027749	7034261	51297	1650	Day	Dry	Following Too Close	Monday	West	20	Male	Dry	Dry	U	
16									West	23	Male	Dry	Dry	F	
17	1997056177	7070362	102697	1350	Day	Snow	Other	Sunday	East	52	Male	Snow	Dry	O	
18									East	54	Female	Snow	Dry	U	
19	1997065464	7081548	112097	1830	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	43	Male	Dry	Dry	U	
20	1998009486	6011713	30398	741	Day	Wet	Left of Center - Not Passing	Tuesday	East	59	Male	Wet	Dry	U	
21									West	20	Female	Wet	Dry	L	
22									West	47	Female	Wet	Dry	U	
23	1998028020	8034721	62496	1840	Day	Dry	No Signal/Improper Signal	Wednesday	East	20	Male	Dry	Dry	N	
24									East	75	Male	Dry	Dry	U	
25	1998031455	8038960	71298	1620	Day	Dry	Unknown	Sunday	South	23	Male	Loose Gravel	Dry	U	
26									West	57	Male	Dry	Dry	U	
27	1998033963	8041984	80698	820	Day	Dry	Passing Where Prohibited	Thursday	East	22	Male	Dry	Dry	P	
28	1998038332	8047418	82298	1045	Day	Dry	Passing - Interfered with Other Vehicle	Saturday	East	54	Male	Dry	Dry	P	
29									East	38	Female	Dry	Dry	E	
30	1998042930	8053016	92998	2140	Dark - Roadway not Lighted	Dry	Following Too Close	Tuesday	West	48	Female	Dry	Dry	U	
31									West	21	Male	Dry	Dry	F	
32	1998052230	8064254	110698	2030	Dark - Roadway not Lighted	Dry	Animal	Friday	Unknown	50	Male	Dry	Dry	O	
33	1999005181	9006261	12399	220	Dark - Roadway not Lighted	Dry	Left of Center - Not Passing	Saturday	West	20	Male	Dry	Dry	L	
34									East	43	Male	Dry	Dry	U	
35															
36	1999037064	9045079	72399	720	Day	Dry	Passing - Interfered with Other Vehicle	Friday	East	77	Male	Dry	Dry	P	
37									West	52	Male	Dry	Dry	U	
38															
39															
40	1999053400	9064667	111399	2200	Dark - Roadway not Lighted	Dry	Exceeding Speed Limit	Saturday	West	56	Male	Dry	Dry	U	
41									West	29	Male	Dry	Dry	E	
42	1999005655	9006862	12699	2145	Dark - Roadway not Lighted	Dry	Passing Where Prohibited	Thursday	West	25	Male	Dry	Dry	U	
43									West	37	Male	Dry	Dry	P	
44	1999009028	9011032	21899	1815	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	21	Female	Ice	Dry	U	
45									East	32	Female	Ice	Dry	F	
46															
47															
48	1999022101	9026895	51399	2315	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	26	Male	Dry	Dry	U	
49	1999026266	9031895	80499	130	Dark - Roadway not Lighted	Dry	Animal	Friday	West	21	Male	Dry	Dry	U	
50	1999040267	9048959	90399	1500	Day	Dry	Unknown	Friday	East	24	Male	Dry	Dry	U	
51									West	61	Male	Dry	Dry	U	
52															
53	1999056411	9068248	112999	1710	Dark - Roadway not Lighted	Dry	Following Too Close	Monday	West	41	Female	Dry	Dry	F	
54									West	54	Male	Dry	Dry	U	
55	1999057309	9069345	120499	1930	Dark - Roadway not Lighted	Dry	Animal	Saturday	East	71	Male	Dry	Dry	U	
56	1999057823	9069950	120699	2315	Dark - Roadway not Lighted	Dry	Animal	Monday	East	45	Female	Dry	Dry	U	
57															
58	1999058038	9070211	120499	2030	Dark - Roadway not Lighted	Dry	Animal	Saturday	West	31	Male	Dry	Dry	U	
59	1999062473	9075392	122999	750	Day	Wet	Unknown	Wednesday	East	25	Male	Wet	Dry	U	
60									East	34	Male	Wet	Dry	U	
61	1999063937	9077200	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	Dry	U	
62									East	61	Male	Dry	Dry	U	
63	2000011951	7084	10900	1018	Day	Wet	Red Stop Sign	Sunday	East	22	Male	Wet	Dry	U	

Mainly, these were based on the column identifies listed in the A, B, C record format files in the c:_avalas_documentation directory. You can use names that make sense to you (and your boss or customer).

Notice that some name overrun the width of the columns. There are multiple ways to handle this. First, you can simply widen the columns, but this may make some columns inefficiently wide. Second, you can make the columns wrap the text at word breaks. We'll look at both options.

First, highlight the first row (e.g., the row containing the column names):

Then, from the menus choose Format > Cells. The Format Cells dialog appears:

Notice that there are many tabs that present many options to you. Note, for example, that you could set the number format for a selection of cells to any of a number of options, from currency, to percent, to date, etc. Also, you can change fonts, borders, patterns, and alignments of selected cells. At the moment, however, we are focusing on alignment, so click on the Alignment tab.

The Format Cells dialog changes:

Format Cells dialog box, Alignment tab. The 'Wrap text' checkbox is unchecked. The 'Text alignment' section shows 'Horizontal' set to 'General' and 'Vertical' set to 'Bottom'. The 'Orientation' section shows '0 Degrees'.

Click in the Wrap text checkbox, putting a check there:

Format Cells dialog box, Alignment tab. The 'Wrap text' checkbox is now checked. The 'Text alignment' section shows 'Horizontal' set to 'General' and 'Vertical' set to 'Bottom'. The 'Orientation' section shows '0 Degrees'.

Click the OK button and the cells in the first row change:

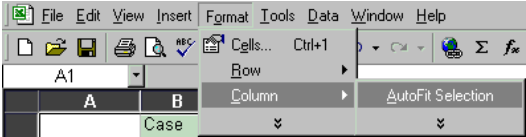
Case	Number	Collision Type	Date	Time	Light Conditions	Surface Conditions	Major Cause	Day	Direction	Age	Gender	Residence	Surface Conditions
1996032951	6004399		11896	1700	Day	Ice	Vision Obscured	Thursday	East	48	Female	Ice	U
1996019745	6022227	Single	30396	1630	Day	Dry	Unknown	Wednesday	West	39	Male	Dry	U
1996010502	6011664	Sideswipe/Same Direction	21596	2330	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	East	50	Male	Ice	U
1996041361	6046819	Bicycle	72396	2135	Dark - Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	71	Male	Dry	U
1997022321	7027223	Other	41197	2330	Dark - Roadway not Lighted	Snow	Failure to Have Control	Friday	West	56	Male	Snow	U
1997031008	7038487	Rear End	61897	1150	Day	Dry	Following Too Close	Wednesday	East	74	Female	Dry	U
1997036043	7044922	Single	70797	2300	Dark - Roadway not Lighted	Dry	Animal	Monday	East	40	Female	Dry	U
1997027749	7034261	Rear End	61297	1650	Day	Dry	Following Too Close	Monday	West	20	Male	Dry	U
1997056177	7070382	Sideswipe/Same Direction	102697	1950	Day	Snow	Other	Sunday	East	62	Male	Snow	U
1997055464	7081548		112097	1830	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	43	Female	Dry	U
1998003486	8011713	Other	30396	741	Day	Wet	Left of Center - Not Passing	Tuesday	East	59	Male	Wet	U
1998028020	8034721	Rear End/Left Turn	62496	1840	Day	Dry	No Signal/Improper Signal	Wednesday	West	47	Female	Wet	U
1998031455	8038960		71296	1620	Day	Dry	Unknown	Sunday	South	23	Male	Loose Gravel	U
1998023963	8041984	Single	80696	820	Day	Dry	Passing Where Prohibited	Thursday	West	57	Male	Dry	U
1998033832	8047418	Other	82296	1045	Day	Dry	Passing - Interfered with Other Vehicle	Thursday	East	23	Male	Dry	U
1998042930	8053016	Rear End	92996	2140	Dark - Roadway not Lighted	Dry	Following Too Close	Tuesday	East	38	Female	Dry	U
1998052230	8064254		110696	2030	Dark - Roadway not Lighted	Dry	Animal	Friday	Unknown	50	Male	Dry	U
1999005181	9006281	Head-on	12399	220	Dark - Roadway not Lighted	Dry	Left of Center - Not Passing	Saturday	West	20	Male	Dry	U
1999037064	9046079	Head-on	72399	720	Day	Dry	Passing - Interfered with Other Vehicle	Friday	East	77	Male	Dry	U
1999053400	9064867	Rear End	111399	2200	Dark - Roadway not Lighted	Dry	Exceeding Speed Limit	Saturday	West	56	Male	Dry	U
1999056655	9068862	Rear End/Left Turn	12899	2145	Dark - Roadway not Lighted	Dry	Passing Where Prohibited	Thursday	West	25	Male	Dry	U
1999039028	9011032	Head-on	21899	1815	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	37	Male	Dry	U
1999022101	9026896	Single	51399	2215	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	26	Male	Dry	U
1999026266	9031895		60499	130	Dark - Roadway not Lighted	Dry	Animal	Friday	West	21	Male	Dry	U
1999040267	9048959	Head-on	90399	1500	Day	Dry	Unknown	Friday	East	24	Male	Dry	U
1999056411	9068248	Rear End	112999	1710	Dark - Roadway not Lighted	Dry	Following Too Close	Monday	West	41	Female	Dry	U
1999057309	9080345		120499	1930	Dark - Roadway not Lighted	Dry	Animal	Saturday	West	54	Male	Dry	U
1999057823	9089950	Single	120699	2315	Dark - Roadway not Lighted	Dry	Animal	Monday	East	45	Female	Dry	U
1999058038	9070211		120499	2038	Dark - Roadway not Lighted	Dry	Animal	Saturday	West	31	Male	Dry	U
1999062473	9075392	Rear End	122999	750	Day	Wet	Unknown	Wednesday	East	25	Male	Wet	U
1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Dry	U

Now the rows wrap but the column widths are still too large.

Now, set the spreadsheet cells all to selected. Do this by clicking on the blank square above the “1” for the first row and to the left of the “A” for the first column. All cells should appear selected now:

Microsoft Excel - accidentsummarysheet															
CrashKey															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	CrashKey	Case	Collision Type	Date	Time	Light	Conditions	Surface	Major Cause	Travel	Direction	Age	Gender	Residence	Surface
2	1996030561	6004399		11896	1700	Day		Ice	Vision Obscured	Thursday	East	48	Female	Ice	U
3											East	48	Unknown	Ice	V
4	1996019745	6022227	Single	32096	1630	Day		Dry	Unknown	Wednesday	West	39	Male	Dry	U
5	1996010502	6011664	Sideswipe/Same Direction	21596	2330	Dark - Roadway not Lighted		Ice	Failure to Have Control	Thursday	East	50	Male	Ice	U
6											East	36	Male	Ice	F
7	1996041361	6046619	Bicycle	72396	2135	Dark - Roadway not Lighted		Dry	Headlights Not On	Tuesday	East	71	Male	Dry	U
8											East	40	Male	Dry	H
9	1997022321	7027223	Other	41197	2330	Dark - Roadway not Lighted		Snow	Failure to Have Control	Friday	West	56	Male	Snow	U
10											West	19	Male	Snow	F
11	1997031006	7036487	Rear End	61897	1150	Day		Dry	Following Too Close	Wednesday	East	74	Female	Dry	U
12											East	60	Female	Dry	F
13											East	24	Male	Dry	F
14	1997036043	7044922	Single	70797	2300	Dark - Roadway not Lighted		Dry	Animal	Monday	East	40	Female	Dry	U
15	1997027749	7034261	Rear End	51297	1650	Day		Dry	Following Too Close	Monday	West	20	Male	Dry	U
16											West	23	Male	Dry	F
17	1997056177	7077032	Sideswipe/Same Direction	102697	1350	Day		Snow	Other	Sunday	East	52	Male	Snow	O
18											East	54	Female	Snow	U
19	1997065464	7081548		112097	1830	Dark - Roadway not Lighted		Dry	Animal	Thursday	West	43	Male	Dry	U
20	1998009486	8011713	Other	30398	741	Day		Wet	Left of Center - Not Passing	Tuesday	East	59	Male	Wet	U
21											West	20	Female	Wet	L
22											West	47	Female	Wet	U
23	1998028020	8034721	Rear End/Left Turn	62498	1840	Day		Dry	No Signal/Improper Signal	Wednesday	East	20	Male	Dry	N
24											East	75	Male	Dry	U
25	1998031455	8038960		71298	1620	Day		Dry	Unknown	Sunday	South	23	Male	Loose Gravel	U
26											West	57	Male	Dry	U
27	1998033963	8041904	Single	80698	820	Day		Dry	Passing Where Prohibited	Thursday	East	22	Male	Dry	P
28	1998038332	8047418	Other	82298	1045	Day		Dry	Passing - Interfered with Other Vehicle	Saturday	East	54	Male	Dry	P
29											East	39	Female	Dry	E
30	1998042930	8053016	Rear End	92998	2140	Dark - Roadway not Lighted		Dry	Following Too Close	Tuesday	West	48	Female	Dry	U
31											West	21	Male	Dry	F
32	1998052230	8064254		110698	2030	Dark - Roadway not Lighted		Dry	Animal	Friday	Unknown	50	Male	Dry	O
33	1999005181	9006261	Head-on	12399	220	Dark - Roadway not Lighted		Dry	Left of Center - Not Passing	Saturday	West	20	Male	Dry	L
34											East	43	Male	Dry	U
35															
36	1999037064	9045079	Head-on	72399	720	Day		Dry	Passing - Interfered with Other Vehicle	Friday	East	77	Male	Dry	P
37											West	52	Male	Dry	U
38															
39															
40	1999053400	9064667	Rear End	111399	2200	Dark - Roadway not Lighted		Dry	Exceeding Speed Limit	Saturday	West	56	Male	Dry	U
41											West	29	Male	Dry	E
42	1999056565	9006862	Rear End/Left Turn	12899	2145	Dark - Roadway not Lighted		Dry	Passing Where Prohibited	Thursday	West	25	Male	Dry	U
43											West	37	Male	Dry	P
44	1999008026	9011032	Head-on	21099	1815	Dark - Roadway not Lighted		Ice	Failure to Have Control	Thursday	West	21	Female	Ice	U
45											East	32	Female	Ice	F
46															
47															
48	1999022101	9026995	Single	51399	2315	Dark - Roadway not Lighted		Dry	Animal	Thursday	West	26	Male	Dry	U
49	1999026266	9031895		60499	130	Dark - Roadway not Lighted		Dry	Animal	Friday	West	21	Male	Dry	U
50	1999040267	9048959	Head-on	90399	1500	Day		Dry	Unknown	Friday	East	24	Male	Dry	U
51											West	61	Male	Dry	U
52															
53	1999056411	9088248	Rear End	112999	1710	Dark - Roadway not Lighted		Dry	Following Too Close	Monday	West	41	Female	Dry	F
54											West	54	Male	Dry	U
55	1999057309	9069345		120499	1930	Dark - Roadway not Lighted		Dry	Animal	Saturday	East	71	Male	Dry	U
56	1999057823	9069950	Single	120699	2315	Dark - Roadway not Lighted		Dry	Animal	Monday	East	45	Female	Dry	U
57															
58	1999058038	9070211		120499	2030	Dark - Roadway not Lighted		Dry	Animal	Saturday	West	31	Male	Dry	U
59	1999062473	9075392	Rear End	122999	750	Day		Wet	Unknown	Wednesday	East	25	Male	Wet	U
60											East	34	Male	Wet	U
61	1999063937	9077200	Other	122799	2100	Dark - Roadway not Lighted		Dry	Improper Lane Change	Monday	East	50	Male	Dry	U
62											East	64	Male	Dry	U

Then, from the menu, select Format > Column > Autofit Selection:



The column widths change to fit the widest values in their columns:

CrashKey																	
Case Number	Collision Type	Date	Time	Light	Conditions	Surface	Major Cause	Day	Travel	Direction	Age	Gender	Residence	Surface	Conditions	Driver/Vehicle	Contributing Circumstances
1996003951	6004399	11896	1700	Day		Ice	Vision Obscured	Thursday	East	48	Female	Unknown	Ice	Unknown	Unknown	Unknown	2700
1996019745	6022227	32096	1630	Day		Dry	Unknown	Wednesday	West	39	Male	Unknown	Ice	Unknown	Unknown	Unknown	500
1996010502	6011664	21596	2330	Dark	Roadway not Lighted	Ice	Failure to Have Control	Thursday	East	50	Male	Unknown	Ice	Unknown	Unknown	Unknown	7500
1996041381	6048819	72396	2135	Dark	Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	36	Male	Unknown	Ice	Unknown	Unknown	Unknown	475
1997022321	7027223	41197	2330	Dark	Roadway not Lighted	Snow	Failure to Have Control	Friday	West	56	Male	Unknown	Snow	Unknown	Unknown	Headlights Not On	4500
1997031008	7038487	61897	1150	Day		Dry	Following Too Close	Wednesday	East	19	Female	Unknown	Snow	Unknown	Unknown	Failure to Have Control	500
1997036043	7044922	70797	2300	Dark	Roadway not Lighted	Dry	Animal	Monday	East	60	Female	Unknown	Dry	Unknown	Unknown	Failure to Have Control	2100
1997022749	7034261	51297	1650	Day		Dry	Following Too Close	Monday	West	20	Male	Unknown	Dry	Unknown	Unknown	Unknown	6500
1997066177	7070382	102697	1350	Day		Snow	Other	Sunday	East	52	Male	Unknown	Snow	Unknown	Unknown	Following Too Close	2000
1997065464	7081548	112097	1830	Dark	Roadway not Lighted	Dry	Animal	Thursday	West	43	Male	Unknown	Snow	Unknown	Unknown	Unknown	1000
1998009406	8011713	30398	741	Day		Wet	Left of Center - Not Passing	Tuesday	East	59	Male	Unknown	Wet	Unknown	Unknown	Left of Center - Not Passing	1775
1998028020	8034721	62498	1840	Day		Dry	No Signal/Improper Signal	Wednesday	East	20	Male	Unknown	Dry	Unknown	Unknown	No Signal/Improper Signal	8000
1998031455	8038960	71298	1620	Day		Dry	Unknown	Sunday	South	23	Male	Unknown	Loose Gravel	Unknown	Unknown	Unknown	1000
1998033963	8041984	80698	820	Day		Dry	Passing Where Prohibited	Thursday	West	57	Male	Unknown	Dry	Unknown	Unknown	Unknown	7000
1998030332	8047416	82398	1045	Day		Dry	Passing - Interfered with Other Vehicle	Saturday	East	54	Male	Unknown	Dry	Unknown	Unknown	Passing - Interfered with Other Vehicle	1000
1998042930	8053016	92998	2140	Dark	Roadway not Lighted	Dry	Following Too Close	Tuesday	East	38	Female	Unknown	Dry	Unknown	Unknown	Exceeding Speed Limit	3500
1998052230	8064254	110698	2030	Dark	Roadway not Lighted	Dry	Animal	Friday	West	21	Male	Unknown	Dry	Unknown	Unknown	Following Too Close	1000
1999005181	9006281	12359	220	Dark	Roadway not Lighted	Dry	Left of Center - Not Passing	Saturday	West	20	Male	Unknown	Dry	Unknown	Unknown	Left of Center - Not Passing	3800
1999037064	9045079	72399	720	Day		Dry	Passing - Interfered with Other Vehicle	Friday	East	77	Male	Unknown	Dry	Unknown	Unknown	Passing - Interfered with Other Vehicle	1800
1999053400	9064667	111399	2200	Dark	Roadway not Lighted	Dry	Exceeding Speed Limit	Saturday	West	56	Male	Unknown	Dry	Unknown	Unknown	Unknown	16700
1999056555	9006862	12899	2145	Dark	Roadway not Lighted	Dry	Passing Where Prohibited	Thursday	West	29	Male	Unknown	Dry	Unknown	Unknown	Exceeding Speed Limit	1000
1999058028	9011032	21899	1815	Dark	Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	37	Male	Unknown	Dry	Unknown	Unknown	Passing Where Prohibited	2000
1999022101	9026995	51399	2315	Dark	Roadway not Lighted	Dry	Animal	Thursday	West	26	Male	Unknown	Dry	Unknown	Unknown	Unknown	1000
1999026266	9031895	60499	130	Dark	Roadway not Lighted	Dry	Animal	Friday	West	21	Male	Unknown	Dry	Unknown	Unknown	Unknown	1000
1999040267	9048959	90399	1500	Day		Dry	Unknown	Friday	East	24	Male	Unknown	Dry	Unknown	Unknown	Unknown	1000
1999056411	9062648	112999	1710	Dark	Roadway not Lighted	Dry	Following Too Close	Monday	West	41	Female	Unknown	Dry	Unknown	Unknown	Following Too Close	1000
1999057309	9069345	120499	1930	Dark	Roadway not Lighted	Dry	Animal	Saturday	East	71	Male	Unknown	Dry	Unknown	Unknown	Unknown	1000
1999057823	9069950	120699	2315	Dark	Roadway not Lighted	Dry	Animal	Monday	East	45	Female	Unknown	Dry	Unknown	Unknown	Unknown	1000
1999058038	9070211	120499	2030	Dark	Roadway not Lighted	Dry	Animal	Saturday	West	31	Male	Unknown	Dry	Unknown	Unknown	Unknown	1000
1999062473	9075352	122599	750	Day		Wet	Unknown	Wednesday	East	25	Male	Unknown	Wet	Unknown	Unknown	Unknown	1000
1999063937	9077200	122799	2100	Dark	Roadway not Lighted	Dry	Improper Lane Change	Monday	East	50	Male	Unknown	Dry	Unknown	Unknown	Unknown	1000

You can also set the Font and Font Size for all cells by selecting, from the menu, Format > Cells:

Format Cells

Number

Alignment

Font

Border

Patterns

Protection

Text alignment

Horizontal: General

Vertical: Bottom

Indent: 0

Orientation: 0 Degrees

Text control

☒ Wrap text

☐ Shrink to fit

☐ Merge cells

OK

Cancel

Then choose the Font tab and set as you desire:

Format Cells

Number

Alignment

Font

Border

Patterns

Protection

Font:

Arial

Font style: Regular

Size: 10

Underline:

None

Color:

Automatic

☒ Normal font

Effects

☐ Strikethrough

☐ Superscript

☐ Subscript

Preview

AaBbCcYyZz

This is a TrueType font. The same font will be used on both your printer and your screen.

OK

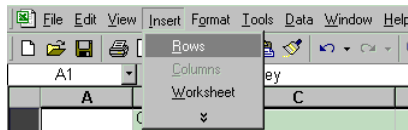
Cancel

Click OK when done.

Now, we'll insert 5 rows in order to create room for header information. So, select the first 5 rows by clicking on the "1" to the left and dragging through the "5":

Case	Collision Type	Date	Time	Light Conditions	Surface	Conditions	Major Cause	Day	Direction	Age	Gender	Residence	Conditions	Driver/Vehicle Contributing Circumstances	Page
1990010502	601184	2006	10:30	Day	Dry	Unknown	Unknown	Thursday	East	40	Female	Unknown	Unknown	Unknown	2700
199019146	602222	Single	2006	10:30	Day	Dry	Unknown	Wednesday	West	39	Male	Unknown	Unknown	Unknown	500
199041381	604681	Bicycle	2006	21:36	Dark - Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	36	Male	Unknown	Unknown	Unknown	475
1990722251	702723	Other	41197	23:00	Dark - Roadway not Lighted	Snow	Failure to Have Control	Friday	West	56	Male	Unknown	Unknown	Unknown	4600
199731038	703847	Rear End	51897	11:50	Day	Dry	Following Too Close	Wednesday	West	19	Male	Unknown	Unknown	Unknown	500

Then, from the menu, select Insert > Rows:



The first 5 rows are now blank, with the other rows all forced down:

Case	Collision Type	Date	Time	Light Conditions	Surface	Conditions	Major Cause	Day	Direction	Age	Gender	Residence	Conditions	Driver/Vehicle Contributing Circumstances	Page
1990010502	601184	2006	10:30	Day	Dry	Unknown	Unknown	Thursday	East	40	Female	Unknown	Unknown	Unknown	2700
199019146	602222	Single	2006	10:30	Day	Dry	Unknown	Wednesday	West	39	Male	Unknown	Unknown	Unknown	500
199041381	604681	Bicycle	2006	21:36	Dark - Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	36	Male	Unknown	Unknown	Unknown	475
1990722251	702723	Other	41197	23:00	Dark - Roadway not Lighted	Snow	Failure to Have Control	Friday	West	56	Male	Unknown	Unknown	Unknown	4600
199731038	703847	Rear End	51897	11:50	Day	Dry	Following Too Close	Wednesday	West	19	Male	Unknown	Unknown	Unknown	500

Now, to make our headers nice and fit across the screen, we can merge the header row columns. First, select, within the first row, the columns corresponding to the crashwide information:

Microsoft Excel - accidentsummarysheet																	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Case Number	Collision Type	Date	Time	Light Conditions	Surface Conditions	Major Cause	Day	Travel Direction	Age	Gender	Residence	Surface Conditions	Driver/Vehicle	Contributing Circumstances	Prope	Dam
6	1996002951	6004399	1896	1700	Day	Ice	Vision Obscured	Thursday	East	48	Female	Unknown	Ice	Unknown	Unknown	2700	
7	1996019746	6002227	Single	3006	1630	Day	Dry	Unknown	Wednesday	West	39	Male	Unknown	Ice	Vision Obscured	600	
8	1996010502	6011664	Sideswipe/Same Direction	2156	2330	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	East	50	Male	Unknown	Ice	Unknown	7500	
9	1996041381	6046819	Bicycle	7236	2135	Dark - Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	31	Male	Unknown	Ice	Failure to Have Control	475	
10	1996022321	7027223	Other	41197	2330	Dark - Roadway not Lighted	Snow	Failure to Have Control	Friday	East	60	Male	Unknown	Ice	Headlights Not On	4500	
11	1997031008	7038487	Rear End	61897	1150	Day	Dry	Following Too Close	Wednesday	East	74	Female	Unknown	Ice	Failure to Have Control	600	
12	1997038043	7044902	Single	70797	2300	Dark - Roadway not Lighted	Dry	Animal	Monday	East	40	Female	Unknown	Ice	Failure to Have Control	2100	
13	1997027749	7034261	Rear End	51297	1650	Day	Dry	Following Too Close	Monday	West	20	Male	Unknown	Ice	Following Too Close	6500	
14	1997056177	7070382	Sideswipe/Same Direction	102697	1350	Day	Snow	Other	Sunday	West	23	Male	Unknown	Ice	Following Too Close	2000	
15	1997065464	7081548	Other	112097	1830	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	43	Male	Unknown	Ice	Other	1000	
16	1998009486	8011713	Other	30398	741	Day	Wet	Left of Center - Not Passing	Tuesday	East	59	Male	Unknown	Wet	Unknown	1775	
17	1998038020	8034721	Rear End/Left Turn	62498	1840	Day	Dry	No Signal/Improper Signal	Wednesday	West	20	Female	Unknown	Wet	Left of Center - Not Passing	8000	
18	1998031455	8038960		71298	1620	Day	Dry	Unknown	Wednesday	East	76	Male	Unknown	Wet	No Signal/Improper Signal	8000	
19	1998033963	8041984	Single	80698	820	Day	Dry	Passing Where Prohibited	Thursday	South	23	Male	Unknown	Loose Gravel	Unknown	1000	
20	1998033332	8047418	Other	82298	1045	Day	Dry	Passing - Interfered with Other Vehicle	Thursday	West	57	Male	Unknown	Dry	Passing Where Prohibited	7000	
21	1998042930	8053016	Rear End	92998	2140	Dark - Roadway not Lighted	Dry	Following Too Close	Saturday	East	54	Male	Unknown	Dry	Passing - Interfered with Other Vehicle	1000	
22	1998052230	8064254		110698	2030	Dark - Roadway not Lighted	Dry	Animal	Tuesday	East	38	Female	Unknown	Dry	Exceeding Speed Limit	3500	
23	1998065181	9006281	Head-on	12399	220	Dark - Roadway not Lighted	Dry	Left of Center - Not Passing	Friday	West	21	Male	Unknown	Dry	Following Too Close	1000	
24	1999037064	9045079	Head-on	72399	720	Day	Dry	Passing - Interfered with Other Vehicle	Saturday	Unknown	50	Male	Unknown	Dry	Other	1000	
25	1999053400	9064667	Rear End	111399	2200	Dark - Roadway not Lighted	Dry	Exceeding Speed Limit	Friday	West	20	Male	Unknown	Dry	Left of Center - Not Passing	3800	
26	1999006655	9006962	Rear End/Left Turn	12899	2145	Dark - Roadway not Lighted	Dry	Passing Where Prohibited	Friday	East	43	Male	Unknown	Dry	Unknown	1800	
27	1999009028	9011032	Head-on	21899	1815	Dark - Roadway not Lighted	Dry	Failure to Have Control	Friday	West	52	Male	Unknown	Dry	Passing - Interfered with Other Vehicle	1600	
28	1999022101	9026895	Single	51399	2315	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	21	Female	Unknown	Dry	Unknown	1000	
29	1999040287	9048959	Head-on	90399	1900	Day	Dry	Unknown	Friday	West	21	Female	Unknown	Dry	Unknown	1000	
30	1999065411	9068248	Rear End	112999	1710	Dark - Roadway not Lighted	Dry	Following Too Close	Thursday	West	61	Male	Unknown	Dry	Unknown	1000	
31	1999067309	9069345		120499	1930	Dark - Roadway not Lighted	Dry	Animal	Monday	West	41	Female	Unknown	Dry	Following Too Close	1000	
32	1999067823	9069950	Single	120699	2315	Dark - Roadway not Lighted	Dry	Animal	Saturday	West	54	Male	Unknown	Dry	Unknown	1000	
33				120699	2315	Dark - Roadway not Lighted	Dry	Animal	Monday	East	71	Male	Unknown	Dry	Unknown	1000	

Now, from the menu, choose Format > Cells. The Format Cells dialog appears:

Format Cells

Number | Alignment | Font | Border | Patterns | Protection

Font: Arial, Font style: Regular, Size: 10

Underline: None, Color: Automatic, ☒ Normal font

Effects: ☐ Strikethrough, ☐ Superscript, ☐ Subscript

Preview: AaBbCcYyZz

This is a TrueType font. The same font will be used on both your printer and your screen.

OK Cancel

Select the Alignment tab:

Format Cells

Number | Alignment | Font | Border | Patterns | Protection

Text alignment: Horizontal: General, Vertical: Bottom, Indent: 0

Orientation: 0 Degrees

Text control: ☐ Wrap text, ☐ Shrink to fit, ☐ Merge cells

OK Cancel

Click the Merge Cells checkbox:

Format Cells

Number | Alignment | Font | Border | Patterns | Protection

Text alignment: Horizontal: General, Vertical: Bottom, Indent: 0

Orientation: 0 Degrees

Text control: ☐ Wrap text, ☐ Shrink to fit, ☒ Merge cells

OK Cancel

Click OK. The cells merge:

Microsoft Excel - accidentsummarysheet																	P
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O			
1																	
2																	
3																	
4																	
5																	
6	CrashKey	Case Number	Collision Type	Date	Time	Light Conditions	Surface Conditions	Major Cause	Day	Travel Direction	Age	Gender	Residence	Surface Conditions	Driver/Vehicle Contributing Circumstances 1	Prope Dams	
7	1996003951	6004399		11896	1700	Day	Ice	Vision Obscured	Thursday	East	48	Female		Ice	Unknown	2700	
8										East	48	Unknown		Ice	Vision Obscured		
9	1996019745	6022227	Single	30296	1630	Day	Dry	Unknown	Wednesday	West	39	Male		Dry	Unknown	500	
10	1996010502	6011864	Sideswipe/Same Direction	21596	2330	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	East	50	Male		Ice	Unknown	7500	
11										West	35	Male		Ice	Failure to Have Control		
12	1996041381	6046819	Bicycle	72396	2135	Dark - Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	71	Male		Dry	Unknown	475	
13										East	40	Male		Dry	Headlights Not On		
14	1997022321	7027223	Other	41197	2330	Dark - Roadway not Lighted	Snow	Failure to Have Control	Friday	West	56	Male		Snow	Unknown	4500	
15										West	19	Male		Snow	Failure to Have Control		
16	1997031008	7038487	Rear End	61897	1150	Day	Dry	Following Too Close	Wednesday	East	74	Female		Dry	Unknown	500	
17										East	60	Female		Dry	Failure to Have Control		
18										East	24	Male		Dry	Following Too Close		
19	1997036043	7044922	Single	70797	2300	Dark - Roadway not Lighted	Dry	Animal	Monday	East	40	Female		Dry	Unknown	2100	
20	1997027749	7034281	Rear End	51297	1650	Day	Dry	Following Too Close	Monday	West	20	Male		Dry	Unknown	6500	
21										West	23	Male		Dry	Following Too Close		
22	1997056177	7070382	Sideswipe/Same Direction	102697	1350	Day	Snow	Other	Sunday	East	52	Male		Snow	Other	2000	
23										East	54	Female		Snow	Unknown		
24	1997065464	7081548		112097	1830	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	43	Male		Dry	Unknown	1000	
25	1998009486	8011713	Other	30398	741	Day	Wet	Left of Center - Not Passing	Tuesday	East	59	Male		Wet	Unknown	17750	
26										West	20	Female		Wet	Left of Center - Not Passing		
27										West	47	Female		Wet	Unknown		
28	1998028020	8034721	Rear End/Left Turn	62498	1840	Day	Dry	No Signal/Improper Signal	Wednesday	East	20	Male		Dry	No Signal/Improper Signal	8000	
29										East	75	Male		Dry	Unknown		
30	19980031455	8038960		71298	1620	Day	Dry	Unknown	Sunday	South	23	Male		Loose Gravel	Unknown	1000	
31										West	57	Male		Dry	Unknown		
32	1998033963	8041964	Single	80698	630	Day	Dry	Passing Where Prohibited	Thursday	East	22	Male		Dry	Passing Where Prohibited	7000	
33	1998038332	8047418	Other	82298	1045	Day	Dry	Passing - Interfered with Other Vehicle	Saturday	East	54	Male		Dry	Passing - Interfered with Other Vehicle	1000	
34										East	38	Female		Dry	Exceeding Speed Limit		
35	1998042930	8053016	Rear End	92998	2140	Dark - Roadway not Lighted	Dry	Following Too Close	Tuesday	West	48	Female		Dry	Unknown	3500	
36										West	21	Male		Dry	Following Too Close		
37	1998052230	8064254		110698	2030	Dark - Roadway not Lighted	Dry	Animal	Friday	Unknown	50	Male		Dry	Other	1000	
38	1999005181	9006281	Head-on	12399	220	Dark - Roadway not Lighted	Dry	Left of Center - Not Passing	Saturday	West	20	Male		Dry	Left of Center - Not Passing	38000	
39										East	43	Male		Dry	Unknown		
40																	
41	1999037064	9045079	Head-on	72399	720	Day	Dry	Passing - Interfered with Other Vehicle	Friday	East	77	Male		Dry	Passing - Interfered with Other Vehicle	18000	
42										West	52	Male		Dry	Unknown		
43																	
44																	
45	1999053400	9064667	Rear End	111399	2200	Dark - Roadway not Lighted	Dry	Exceeding Speed Limit	Saturday	West	56	Male		Dry	Unknown	16700	
46										West	29	Male		Dry	Exceeding Speed Limit		
47	1999005655	9006862	Rear End/Left Turn	12899	2145	Dark - Roadway not Lighted	Dry	Passing Where Prohibited	Thursday	West	25	Male		Dry	Unknown	1000	
48										West	37	Male		Dry	Passing Where Prohibited		
49	1999009028	9011032	Head-on	21899	1815	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	21	Female		Dry	Unknown	20000	
50										East	32	Female		Ice	Failure to Have Control		
51																	
52																	
53	1999022101	9026895	Single	51399	2315	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	26	Male		Dry	Unknown	1000	
54	1999026266	9031895		80499	130	Dark - Roadway not Lighted	Dry	Animal	Friday	West	21	Male		Dry	Unknown	1000	
55	1999040267	9048959	Head-on	90399	1500	Day	Dry	Unknown	Friday	East	24	Male		Dry	Unknown	1000	
56										West	61	Male		Dry	Unknown		
57																	
58	1999056411	9068248	Rear End	112999	1710	Dark - Roadway not Lighted	Dry	Following Too Close	Monday	West	41	Female		Dry	Following Too Close	1000	
59										West	54	Male		Dry	Unknown		
60	1999057309	9069345		120499	1930	Dark - Roadway not Lighted	Dry	Animal	Saturday	East	71	Male		Dry	Unknown	1000	
61	1999057823	9069950	Single	120699	2315	Dark - Roadway not Lighted	Dry	Animal	Monday	East	45	Female		Dry	Unknown	1000	
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Repeat this for rows 2 and 3. Select row 2 and, in this case, columns A through I. Then hold the CTRL key down and tap the Y key. This repeats the last command performed (i.e., Merge Cells). Then do the same for row 3.



Now, we can type in header information. For our example, type the following on each line:

- Row 1: US 30 – Colo to State Center
- Row 2: 1996 – 2000 Crashes
- Row 3: Crashwide Data Fields

Note: You can type in whatever you want. These are suggestions only.

The spreadsheet now:

Microsoft Excel - accidentsummarysheet																	
File Edit View Insert Format Tools Data Window Help																	
Arial 10 B I U [font settings icons]																	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	US 30 - Colo to State Center																
2	1996 - 2000 Crashes																
3	Crashwide Data Fields																
4																	
5																	
6	CrashKey	Case Number	Collision Type	Date	Time	Light Conditions	Surface Conditions	Major Cause	Day	Travel Direction	Age	Gender	Residence	Surface Conditions	Driver/Vehicle Contributing Circumstances	Prope	Dama
7	1996003951	6004399		11896	1700	Day	Ice	Vision Obscured	Thursday	East	48	Female		Ice	Unknown	2700	
8										East	48	Unknown		Ice	Vision Obscured		
9	1996019745	6022227	Single	32096	1630	Day	Dry	Unknown	Wednesday	West	39	Male		Dry	Unknown	500	
10	1996010502	6011664	Sideswipe/Same Direction	21596	2330	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	East	50	Male		Ice	Unknown	7500	
11										East	36	Male		Ice	Failure to Have Control		
12	1996041381	6046819	Bicycle	72396	2135	Dark - Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	71	Male		Dry	Unknown	475	
13										East	40	Male		Dry	Headlights Not On		
14	1997022321	7027223	Other	41197	2330	Dark - Roadway not Lighted	Snow	Failure to Have Control	Friday	West	56	Male		Snow	Unknown	4500	
15										West	19	Male		Snow	Failure to Have Control		
16	1997031008	7038487	Rear End	61897	1150	Day	Dry	Following Too Close	Wednesday	East	74	Female		Dry	Unknown	500	
17										East	60	Female		Dry	Failure to Have Control		
18										East	24	Male		Dry	Following Too Close		
19	1997036043	7044922	Single	70797	2300	Dark - Roadway not Lighted	Dry	Animal	Monday	East	40	Female		Dry	Unknown	2100	
20	1997027749	7034261	Rear End	51297	1650	Day	Dry	Following Too Close	Monday	West	20	Male		Dry	Unknown	6500	
21										West	23	Male		Dry	Following Too Close		
22	1997056177	7070362	Sideswipe/Same Direction	102697	1350	Day	Snow	Other	Sunday	East	52	Male		Snow	Other	2000	
23										East	54	Female		Snow	Unknown		
24	1997065464	7081548		112097	1830	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	43	Male		Dry	Unknown	1000	
25	1998009486	8011713	Other	30398	741	Day	Wet	Left of Center - Not Passing	Tuesday	East	59	Male		Wet	Unknown	17750	
26										West	20	Female		Wet	Left of Center - Not Passing		
27										West	47	Female		Wet	Unknown		
28	1998028020	8034721	Rear End/Left Turn	62498	1840	Day	Dry	No Signal/Improper Signal	Wednesday	East	20	Male		Dry	No Signal/Improper Signal	8000	
29										East	75	Male		Dry	Unknown		
30	1998031455	8038960		71298	1620	Day	Dry	Unknown	Sunday	South	23	Male		Loose Gravel	Unknown	1000	
31										West	57	Male		Dry	Unknown		
32	1998033963	8041984	Single	80698	820	Day	Dry	Passing Where Prohibited	Thursday	East	22	Male		Dry	Passing Where Prohibited	7000	
33	1998036332	8047416	Other	82298	1045	Day	Dry	Passing - Interfered with Other Vehicle	Saturday	East	54	Male		Dry	Passing - Interfered with Other Vehicle	1000	
34										East	38	Female		Dry	Exceeding Speed Limit		
35	1998042930	8053016	Rear End	92998	2140	Dark - Roadway not Lighted	Dry	Following Too Close	Tuesday	West	40	Female		Dry	Unknown	3500	
36										West	21	Male		Dry	Following Too Close		
37	1998052230	8064254		110698	2030	Dark - Roadway not Lighted	Dry	Animal	Friday	Unknown	50	Male		Dry	Other	1000	
38	1999005181	9006261	Head-on	12399	220	Dark - Roadway not Lighted	Dry	Left of Center - Not Passing	Saturday	West	20	Male		Dry	Left of Center - Not Passing	38000	
39										East	43	Male		Dry	Unknown		
40																	
41	1999037064	9045079	Head-on	72399	720	Day	Dry	Passing - Interfered with Other Vehicle	Friday	East	77	Male		Dry	Passing - Interfered with Other Vehicle	18000	
42										West	52	Male		Dry	Unknown		
43																	
44																	
45	1999053400	9064667	Rear End	111399	2200	Dark - Roadway not Lighted	Dry	Exceeding Speed Limit	Saturday	West	56	Male		Dry	Unknown	16700	
46										West	29	Male		Dry	Exceeding Speed Limit		
47	1999005655	9006862	Rear End/Left Turn	12899	2145	Dark - Roadway not Lighted	Dry	Passing Where Prohibited	Thursday	West	25	Male		Dry	Unknown	1000	
48										West	37	Male		Dry	Passing Where Prohibited		
49	1999009028	9011032	Head-on	21899	1815	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	21	Female		Ice	Unknown	20000	
50										East	32	Female		Ice	Failure to Have Control		
51																	
52																	
53	1999022101	9026895	Single	51399	2315	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	26	Male		Dry	Unknown	1000	
54	1999026266	9031895		60499	130	Dark - Roadway not Lighted	Dry	Animal	Friday	West	21	Male		Dry	Unknown	1000	
55	1999040267	9048959	Head-on	90399	1500	Day	Dry	Unknown	Friday	East	24	Male		Dry	Unknown	1000	
56										West	61	Male		Dry	Unknown		
57																	
58	1999056411	9068248	Rear End	112999	1710	Dark - Roadway not Lighted	Dry	Following Too Close	Monday	West	41	Female		Dry	Following Too Close	1000	
59										West	54	Male		Dry	Unknown		
60	1999057309	9069345		120499	1930	Dark - Roadway not Lighted	Dry	Animal	Saturday	East	71	Male		Dry	Unknown	1000	
61	1999057823	9069950	Single	120699	2315	Dark - Roadway not Lighted	Dry	Animal	Monday	East	45	Female		Dry	Unknown	1000	
62																	
63																	
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To center and bold these cells, select them all then push the Center  button and then the Bold  button. You could repeat this on the column header row as well. Select the entire row, by clicking on the 6 to the left and then Center and Bold. You might then have to resize some of the cells, as bolding text makes it bigger and some of the column headings might look odd.

The spreadsheet now:

Microsoft Excel - accidentsummarysheet																
File Edit View Insert Format Tools Data Window Help																
A1 US 30 - Colo to State Center																
1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2	US 30 - Colo to State Center															
3	1996 - 2000 Crashes															
4	Crashwide Data Fields															
5																
6	CrashKey	Case Number	Collision Type	Date	Time	Light Conditions	Surface Conditions	Major Cause	Day	Travel Direction	Age	Gender	Residence	Surface Conditions	Driver/Vehicle Contributing Circumstances 1	Property Damage
7	1996003951	6004399		11896	1700	Day	Ice	Vision Obscured	Thursday	East	48	Female		Ice	Unknown	2700
8										East	48	Unknown		Ice	Vision Obscured	
9	1996019745	6022227	Single	32096	1630	Day	Dry	Unknown	Wednesday	West	39	Male		Dry	Unknown	500
10	1996010502	6011664	Sideswipe/Same Direction	21596	2330	Dark - Roadway not Lighted	Dry	Failure to Have Control	Thursday	East	50	Male		Ice	Unknown	7500
11										East	36	Male		Ice	Failure to Have Control	
12	1996041381	6046819	Bicycle	72396	2135	Dark - Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	71	Male		Dry	Unknown	475
13										East	40	Male		Dry	Headlights Not On	
14	1997022321	7027223	Other	41197	2330	Dark - Roadway not Lighted	Snow	Failure to Have Control	Friday	West	56	Male		Snow	Unknown	4500
15										West	19	Male		Snow	Failure to Have Control	
16	1997031008	7038487	Rear End	61897	1150	Day	Dry	Following Too Close	Wednesday	East	74	Female		Dry	Unknown	500
17										East	60	Female		Dry	Failure to Have Control	
18										East	24	Male		Dry	Following Too Close	
19	1997036043	7044922	Single	70797	2300	Dark - Roadway not Lighted	Dry	Animal	Monday	East	40	Female		Dry	Unknown	2100
20	1997027749	7034281	Rear End	51297	1650	Day	Dry	Following Too Close	Monday	West	20	Male		Dry	Unknown	6500
21										West	23	Male		Dry	Following Too Close	
22	1997056177	7070382	Sideswipe/Same Direction	102697	1350	Day	Snow	Other	Sunday	East	52	Male		Snow	Other	2000
23										East	54	Female		Snow	Unknown	
24	1997065464	7081548		112097	1830	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	43	Male		Dry	Unknown	1000
25	1996009486	8011713	Other	30398	741	Day	Wet	Left of Center - Not Passing	Tuesday	East	59	Male		Wet	Unknown	17750
26										West	20	Female		Wet	Left of Center - Not Passing	
27										West	47	Female		Wet	Unknown	
28	1998028020	8034721	Rear End/Left Turn	62498	1840	Day	Dry	No Signal/Improper Signal	Wednesday	East	20	Male		Dry	No Signal/Improper Signal	8000
29										East	75	Male		Dry	Unknown	
30	1998031455	8038960		71298	1620	Day	Dry	Unknown	Sunday	South	23	Male		Loose Gravel	Unknown	1000
31										West	57	Male		Dry	Unknown	
32	1998033963	8041984	Single	80698	820	Day	Dry	Passing Where Prohibited	Thursday	East	22	Male		Dry	Passing Where Prohibited	7000
33	1998038332	8047418	Other	82298	1045	Day	Dry	Passing - Interfered with Other Vehicle	Saturday	East	54	Male		Dry	Passing - Interfered with Other Vehicle	1000
34										East	38	Female		Dry	Exceeding Speed Limit	
35	1998042930	8053016	Rear End	92998	2140	Dark - Roadway not Lighted	Dry	Following Too Close	Tuesday	West	48	Female		Dry	Unknown	3500
36										West	21	Male		Dry	Following Too Close	
37	1998052230	8064254		110698	2030	Dark - Roadway not Lighted	Dry	Animal	Friday	Unknown	50	Male		Dry	Other	1000
38	1999005181	9006281	Head-on	12399	220	Dark - Roadway not Lighted	Dry	Left of Center - Not Passing	Saturday	West	20	Male		Dry	Left of Center - Not Passing	38000
39										East	43	Male		Dry	Unknown	
40																
41	1999037064	9045079	Head-on	72399	720	Day	Dry	Passing - Interfered with Other Vehicle	Friday	East	77	Male		Dry	Passing - Interfered with Other Vehicle	18000
42										West	52	Male		Dry	Unknown	
43																
44																
45	1999053400	9064667	Rear End	111399	2200	Dark - Roadway not Lighted	Dry	Exceeding Speed Limit	Saturday	West	56	Male		Dry	Unknown	16700
46										West	29	Male		Dry	Exceeding Speed Limit	
47	1999005655	9006862	Rear End/Left Turn	12899	2145	Dark - Roadway not Lighted	Dry	Passing Where Prohibited	Thursday	West	25	Male		Dry	Unknown	1000
48										West	37	Male		Dry	Passing Where Prohibited	
49	1999009028	9011032	Head-on	21899	1815	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	21	Female		Ice	Unknown	20000
50										East	32	Female		Ice	Failure to Have Control	
51																
52																
53	1999022101	9026895	Single	51399	2315	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	26	Male		Dry	Unknown	1000
54	1999026266	9031895		60499	130	Dark - Roadway not Lighted	Dry	Animal	Friday	West	21	Male		Dry	Unknown	1000
55	1999040267	9048959	Head-on	90399	1500	Day	Dry	Unknown	Friday	East	24	Male		Dry	Unknown	1000
56										West	61	Male		Dry	Unknown	
57																
58	1999056411	9068248	Rear End	112999	1710	Dark - Roadway not Lighted	Dry	Following Too Close	Monday	West	41	Female		Dry	Following Too Close	1000
59										West	54	Male		Dry	Unknown	
60	1999057390	9060346		120499	1930	Dark - Roadway not Lighted	Dry	Animal	Saturday	East	71	Male		Dry	Unknown	1000
Microsoft Excel - accidentsummarysheet																
Ready																

Repeat the header information for the Vehicle/Driver information and the Injury information, if desired. The reason you might do so is that not all of this information will likely fit on an 8.5 x 11 sheet of paper. Of course, if you never print this information it might not matter.

The spreadsheet with all header information:

Microsoft Excel - accidentsummarysheet

File Edit View Insert Format Tools Data Window Help

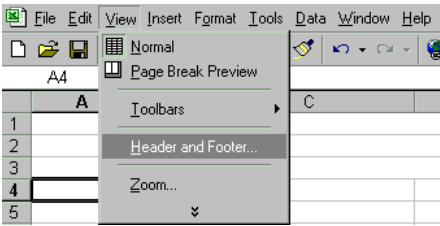
JS 30 - Colo to State Center 1996 - 2000 Crashes

Crashwide Data Fields

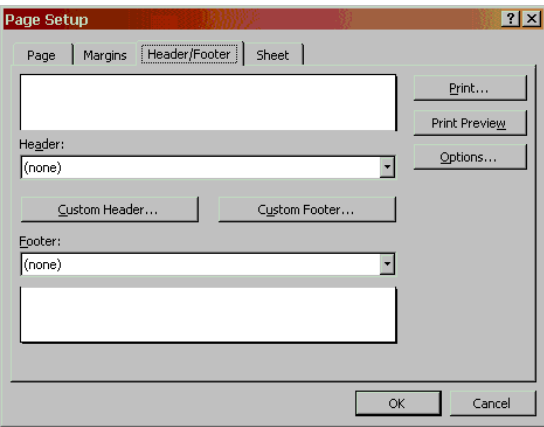
Vehicle/Driver and Injury Data Fields

Light Conditions	Surface Conditions	Major Cause	Day	Travel Direction	Age	Gender	Residence	Surface Conditions	Driver/Vehicle Contributing Circumstances 1	Property Damage	Injury Severity	Value Loss
Day	Ice	Vision Obscured	Thursday	East	48	Female	Unknown	Ice	Unknown	2700		
Day	Dry	Unknown	Wednesday	East	48	Unknown	Unknown	Ice	Vision Obscured			
Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	39	Male	Unknown	Dry	Unknown	500		
Dark - Roadway not Lighted	Dry	Headlights Not On	Thursday	East	60	Male	Unknown	Ice	Unknown	7500		
Dark - Roadway not Lighted	Dry	Headlights Not On	Thursday	East	36	Male	Unknown	Ice	Failure to Have Control			
Dark - Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	71	Male	Unknown	Ice	Failure to Have Control	475	Minor (Bruises/Abrasions)	
Dark - Roadway not Lighted	Snow	Failure to Have Control	Friday	East	40	Male	Unknown	Dry	Headlights Not On			
Day	Snow	Failure to Have Control	Friday	West	56	Male	Unknown	Snow	Unknown	4500		
Day	Dry	Following Too Close	Wednesday	West	19	Male	Unknown	Snow	Failure to Have Control			
Dark - Roadway not Lighted	Dry	Following Too Close	Wednesday	East	74	Female	Unknown	Dry	Unknown	500		
Dark - Roadway not Lighted	Dry	Following Too Close	Wednesday	East	60	Female	Unknown	Dry	Failure to Have Control			
Dark - Roadway not Lighted	Dry	Following Too Close	Monday	East	24	Male	Unknown	Dry	Following Too Close			
Day	Dry	Following Too Close	Monday	East	40	Female	Unknown	Dry	Unknown	2100		
Day	Dry	Following Too Close	Monday	West	20	Male	Unknown	Dry	Unknown	6500	Possible (Complaint of Pain)	
Day	Snow	Other	Monday	West	23	Male	Unknown	Dry	Following Too Close			
Dark - Roadway not Lighted	Snow	Other	Sunday	East	52	Male	Unknown	Snow	Other	2000		
Dark - Roadway not Lighted	Snow	Unknown	Sunday	East	54	Female	Unknown	Snow	Unknown			
Dark - Roadway not Lighted	Dry	Animal	Thursday	West	43	Male	Unknown	Dry	Unknown	1000		
Day	Wet	Left of Center - Not Passing	Thursday	West	59	Male	Unknown	Wet	Unknown	17750	Major (Incapacitating)	
Day	Wet	Left of Center - Not Passing	Tuesday	East	59	Male	Unknown	Wet	Left of Center - Not Passing		Major (Incapacitating)	
Day	Wet	Left of Center - Not Passing	Tuesday	West	20	Female	Unknown	Wet	Left of Center - Not Passing		Possible (Complaint of Pain)	
Day	Dry	No Signal/Improper Signal	Wednesday	West	47	Female	Unknown	Wet	Unknown		Minor (Bruises/Abrasions)	
Day	Dry	No Signal/Improper Signal	Wednesday	East	20	Male	Unknown	Dry	No Signal/Improper Signal	8000	Minor (Bruises/Abrasions)	
Day	Dry	Unknown	Sunday	East	75	Male	Unknown	Dry	Unknown			
Day	Dry	Unknown	Sunday	South	23	Male	Unknown	Loose Gravel	Unknown	1000	Unknown	
Day	Dry	Unknown	Sunday	West	57	Male	Unknown	Dry	Unknown			
Day	Dry	Passing Where Prohibited	Thursday	East	22	Male	Unknown	Dry	Passing Where Prohibited	7000		
Day	Dry	Passing - Interfered with Other Vehicle	Saturday	East	54	Male	Unknown	Dry	Passing - Interfered with Other Vehicle	1000	Major (Incapacitating)	
Dark - Roadway not Lighted	Dry	Following Too Close	Tuesday	East	38	Female	Unknown	Dry	Exceeding Speed Limit		Possible (Complaint of Pain)	
Dark - Roadway not Lighted	Dry	Following Too Close	Tuesday	West	48	Female	Unknown	Dry	Unknown	3500		
Dark - Roadway not Lighted	Dry	Following Too Close	Friday	West	21	Male	Unknown	Dry	Following Too Close			
Dark - Roadway not Lighted	Dry	Following Too Close	Friday	Unknown	50	Male	Unknown	Dry	Other	1000		
Dark - Roadway not Lighted	Dry	Left of Center - Not Passing	Saturday	West	20	Male	Unknown	Dry	Left of Center - Not Passing	30000	Fatal	
Day	Dry	Left of Center - Not Passing	Saturday	East	43	Male	Unknown	Dry	Unknown		Major (Incapacitating)	
Day	Dry	Passing - Interfered with Other Vehicle	Friday	East	77	Male	Unknown	Dry	Passing - Interfered with Other Vehicle	18000	Possible (Complaint of Pain)	
Day	Dry	Passing - Interfered with Other Vehicle	Friday	West	52	Male	Unknown	Dry	Unknown		Major (Incapacitating)	
Dark - Roadway not Lighted	Dry	Exceeding Speed Limit	Saturday	West	56	Male	Unknown	Dry	Unknown		Major (Incapacitating)	
Dark - Roadway not Lighted	Dry	Exceeding Speed Limit	Saturday	West	29	Male	Unknown	Dry	Unknown	16700	Major (Incapacitating)	
Dark - Roadway not Lighted	Dry	Exceeding Speed Limit	Thursday	West	25	Male	Unknown	Dry	Exceeding Speed Limit		Possible (Complaint of Pain)	
Dark - Roadway not Lighted	Dry	Passing Where Prohibited	Thursday	West	26	Male	Unknown	Dry	Unknown	1000	Possible (Complaint of Pain)	
Dark - Roadway not Lighted	Dry	Passing Where Prohibited	Thursday	West	37	Male	Unknown	Dry	Passing Where Prohibited		Minor (Bruises/Abrasions)	
Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	21	Female	Unknown	Ice	Unknown	20000	Minor (Bruises/Abrasions)	
Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	East	32	Female	Unknown	Ice	Failure to Have Control		Minor (Bruises/Abrasions)	
Dark - Roadway not Lighted	Dry	Animal	Thursday	West	26	Male	Unknown	Dry	Unknown		Minor (Bruises/Abrasions)	
Dark - Roadway not Lighted	Dry	Animal	Thursday	West	21	Male	Unknown	Dry	Unknown	1000	Major (Incapacitating)	
Day	Dry	Unknown	Friday	West	21	Male	Unknown	Dry	Unknown	1000		
Day	Dry	Unknown	Friday	East	24	Male	Unknown	Dry	Unknown	1000	Minor (Bruises/Abrasions)	
Day	Dry	Unknown	Friday	West	61	Male	Unknown	Dry	Unknown	1000	Minor (Bruises/Abrasions)	
Dark - Roadway not Lighted	Dry	Following Too Close	Monday	West	41	Female	Unknown	Dry	Following Too Close		Minor (Bruises/Abrasions)	
Dark - Roadway not Lighted	Dry	Following Too Close	Monday	West	54	Male	Unknown	Dry	Following Too Close	1000		
Dark - Roadway not Lighted	Dry	Following Too Close	Saturday	East	71	Male	Unknown	Dry	Unknown	1000		

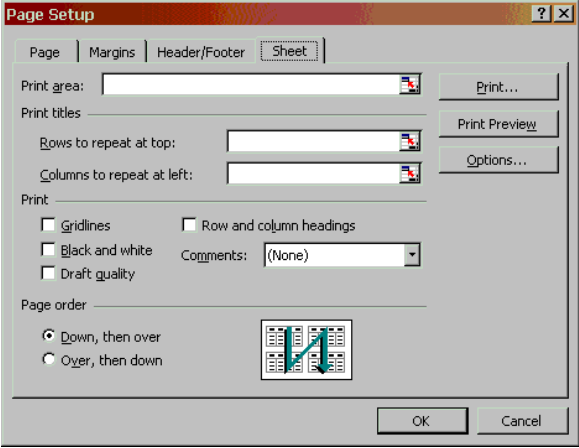
Finally, to set the header rows so that they print at the top of every page, from the menu select View > Header and Footer:




The Page Setup dialog appears:



Click on the Sheet tab:

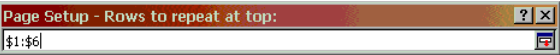


Click on the button  to the right of the Rows to repeat at top: box. A small dialog appears:



Select the first six rows by clicking on the “1” and dragging to the “6”. A faint, broken line appears around the selection area and the small dialog updates:

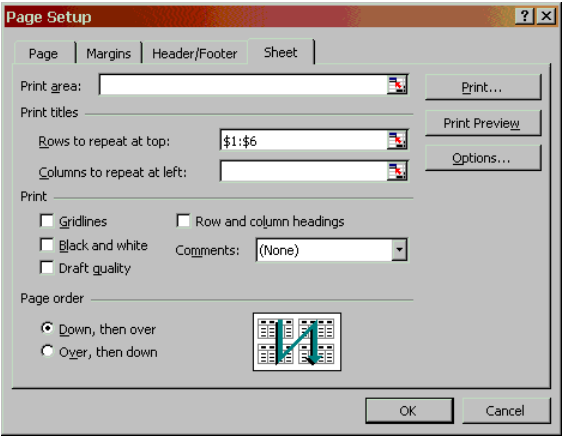
and:



Click the  button.

Case Number	Collision Type	Date	Time	Light Conditions	Surface Conditions	Major Cause	Day	Travel Direction	Age	Gender	Residence	Surface Conditions	Driver/Vehicle Contributing Circumstances 1	Proper Damage
1996030951	6004399	11896	1700	Day	Ice	Vision Obscured	Thursday	East	48	Female	Ice	Unknown	Unknown	2700
9196019745	6022227	32096	1630	Day	Dry	Unknown	Wednesday	West	39	Male	Dry	Unknown	Unknown	500
1996010502	6011664	21506	2330	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	East	50	Male	Ice	Unknown	Unknown	7500
1996041361	6046619	72396	2136	Dark - Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	71	Male	Dry	Unknown	Unknown	475
1997022321	7027223	41197	2330	Dark - Roadway not Lighted	Snow	Failure to Have Control	Friday	West	56	Male	Snow	Unknown	Unknown	4500
1997031009	7036407	61897	1150	Day	Dry	Following Too Close	Wednesday	East	74	Female	Dry	Unknown	Unknown	500
1997036043	7044922	70797	2300	Dark - Roadway not Lighted	Ice	Animal	Monday	East	41	Female	Dry	Unknown	Unknown	2100
1997027749	7034261	51297	1650	Day	Snow	Following Too Close	Tuesday	West	20	Female	Wet	Unknown	Unknown	6500
1997056177	7070382	10697	1350	Day	Snow	Other	Sunday	East	52	Male	Snow	Other	Unknown	2000
1997065464	7081548	112097	1830	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	43	Male	Dry	Unknown	Unknown	1000
1996009496	8011713	30398	741	Day	Wet	Left of Center - Not Passing	Tuesday	West	59	Male	Wet	Unknown	Unknown	17750
1996028020	8034721	62498	1840	Day	Dry	No Signal/Improper Signal	Wednesday	East	20	Male	Dry	Unknown	Unknown	8000
1996031455	8038960	71298	1620	Day	Dry	Unknown	Sunday	South	23	Male	Loose Gravel	Unknown	Unknown	1000
1996033963	8041994	80698	820	Day	Dry	Passing Where Prohibited	Thursday	East	22	Male	Dry	Unknown	Unknown	7000
1996038332	8047418	82298	1045	Day	Dry	Passing - Interfered with Other Vehicle	Saturday	East	54	Male	Dry	Unknown	Unknown	1000
1996042930	8053016	92998	2140	Dark - Roadway not Lighted	Dry	Following Too Close	Tuesday	West	48	Female	Dry	Unknown	Unknown	3500
1996052230	8064254	110698	2030	Dark - Roadway not Lighted	Dry	Animal	Friday	West	21	Male	Dry	Unknown	Unknown	1000
1996005181	9006281	12399	220	Dark - Roadway not Lighted	Dry	Left of Center - Not Passing	Saturday	West	20	Male	Dry	Unknown	Unknown	30000
1996037064	9045079	72399	720	Day	Dry	Passing - Interfered with Other Vehicle	Friday	East	77	Male	Dry	Unknown	Unknown	10000
1996053400	9064667	111399	2200	Dark - Roadway not Lighted	Dry	Exceeding Speed Limit	Saturday	West	56	Male	Dry	Unknown	Unknown	16700
1996005665	9066862	12899	2145	Dark - Roadway not Lighted	Dry	Passing Where Prohibited	Thursday	West	25	Male	Dry	Unknown	Unknown	1000
1996009026	9011032	21899	1815	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	21	Female	Ice	Unknown	Unknown	20000
1996022101	9026895	51399	2315	Dark - Roadway not Lighted	Dry	Animal	Thursday	West	26	Male	Dry	Unknown	Unknown	1000
1996026256	9031895	60499	130	Dark - Roadway not Lighted	Dry	Animal	Friday	West	21	Male	Dry	Unknown	Unknown	1000
1996040267	9048959	90399	1500	Day	Dry	Unknown	Friday	East	24	Male	Dry	Unknown	Unknown	1000
1996056411	9068248	112999	1710	Dark - Roadway not Lighted	Dry	Following Too Close	Monday	West	61	Female	Dry	Unknown	Unknown	1000
1996073790	9082045	170490	1820	Dark - Roadway not Lighted	Dry	Animal	Saturday	East	74	Male	Dry	Unknown	Unknown	1000

The Page Setup dialog returns, updated:



Click OK.

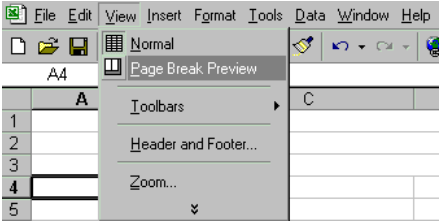
The spreadsheet now has print lines indicated (thin vertical lines):

We also should have the first two columns print on each sheet so that we can tie the Vehicle/Driver and Injury data to the Crashwide data. To do this, use the Page Setup dialog (above) but set the Columns to repeat at left: value to equal “\$A:\$B”. You might have to type this in as the merge cells force the option “\$A:\$I”.

Here the print lines can be seen between columns F and G, columns J and K, and columns N and O. We'd rather have them between columns I and J and at the far right column.

Microsoft Excel - accidentsummarysheet															
File Edit View Insert Format Tools Data Window Help															
A B C D E F G H I J K L M N O P															
US 30 - Colo to State Center 1996 - 2000 Crashes Crashwide Data Fields															
Vehicle/Driver and Injury Data Fields															
Case Number	Collision Type	Date	Time	Light Conditions	Surface Conditions	Major Cause	Day	Travel Direction	Age	Gender	Residence	Surface Conditions	Driver/Vehicle Contributing Circumstances 1	Proposed Damage	
19960203951	6004399	11896	1700	Day	Ice	Vision Obscured	Thursday	East	48	Female	Unknown	Ice	Unknown	2700	
1996019745	6022227	30096	1630	Day	Dry	Unknown	Wednesday	West	39	Male	Unknown	Dry	Vision Obscured	600	
1996010502	6011664	21596	2330	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	East	50	Male	Unknown	Ice	Unknown	7500	
1996041381	6046819	72396	2135	Dark - Roadway not Lighted	Dry	Headlights Not On	Tuesday	East	36	Male	Unknown	Ice	Failure to Have Control	475	
1997022321	7027223	41197	2330	Dark - Roadway not Lighted	Snow	Failure to Have Control	Friday	West	60	Male	Unknown	Snow	Unknown	4500	
1997031006	7036487	61897	1150	Day	Dry	Following Too Close	Wednesday	West	19	Male	Unknown	Snow	Failure to Have Control	500	
1997036043	7044922	70797	2300	Dark - Roadway not Lighted	Dry	Animal	Monday	East	60	Female	Unknown	Dry	Failure to Have Control	2100	
1997027749	7034261	51297	1650	Day	Dry	Following Too Close	Monday	West	20	Male	Unknown	Dry	Unknown	6500	
1997056177	7070362	102697	1360	Day	Snow	Other	Sunday	East	52	Male	Unknown	Snow	Following Too Close	2000	
1997065464	7081548	112097	1830	Dark - Roadway not Lighted	Dry	Animal	Thursday	East	54	Female	Unknown	Snow	Other	1000	
1998009496	8011713	30396	741	Day	Wet	Left of Center - Not Passing	Tuesday	West	69	Male	Unknown	Wet	Unknown	17750	
1998002020	8034721	62496	1840	Day	Dry	No Signal/Improper Signal	Wednesday	West	20	Female	Unknown	Wet	Left of Center - Not Passing	1000	
1998031455	8038960	71298	1620	Day	Dry	Unknown	Sunday	South	23	Male	Unknown	Wet	Unknown	1000	
1998033963	8041904	80696	820	Day	Dry	Passing Where Prohibited	Thursday	East	57	Male	Unknown	Dry	No Signal/Improper Signal	8000	
1998036332	8047418	82296	1045	Day	Dry	Passing - Interfered with Other Vehicle	Saturday	East	75	Male	Unknown	Dry	Unknown	7000	
1998042930	8053016	92996	2140	Dark - Roadway not Lighted	Dry	Following Too Close	Tuesday	East	38	Female	Unknown	Dry	Passing - Interfered with Other Vehicle	1000	
1998052230	8064254	110698	2030	Dark - Roadway not Lighted	Dry	Animal	Saturday	West	21	Male	Unknown	Dry	Exceeding Speed Limit	3600	
199805181	9006261	12399	220	Dark - Roadway not Lighted	Dry	Left of Center - Not Passing	Saturday	West	20	Male	Unknown	Dry	Following Too Close	1000	
1998037064	9045079	72399	720	Day	Dry	Passing - Interfered with Other Vehicle	Friday	East	43	Male	Unknown	Dry	Left of Center - Not Passing	30000	
1998053400	9064667	111399	2200	Dark - Roadway not Lighted	Dry	Exceeding Speed Limit	Friday	West	77	Male	Unknown	Dry	Unknown	18000	
1999005655	9006862	12699	2145	Dark - Roadway not Lighted	Dry	Passing Where Prohibited	Thursday	West	52	Male	Unknown	Dry	Passing - Interfered with Other Vehicle	16700	
1999009026	9011032	21899	1815	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	25	Male	Unknown	Dry	Unknown	1000	
1999022101	9026895	51399	2315	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	37	Male	Unknown	Dry	Passing Where Prohibited	20000	
1999026296	9031895	60499	130	Dark - Roadway not Lighted	Ice	Failure to Have Control	Thursday	West	21	Female	Unknown	Ice	Unknown	1000	
1999040267	9040959	90399	1500	Day	Dry	Unknown	Friday	East	32	Female	Unknown	Ice	Failure to Have Control	1000	
1999056411	9065248	112999	1710	Dark - Roadway not Lighted	Dry	Following Too Close	Monday	West	81	Male	Unknown	Dry	Unknown	1000	
1999052196	9065248	120499	1630	Dark - Roadway not Lighted	Dry	Animal	Saturday	West	41	Female	Unknown	Dry	Following Too Close	1000	

To reset the print lines, from the menu choose View > Page Break Preview:



The Page Break Preview:

US 36 - Colo to State Center 1996 - 2000 Crashes Crashwise Data Fields																		US 88 - Colo to State Center 1996 - 2000 Crashes Vehicle/Driver and Injury Data Fields																	
Crash#	Case#	Collision Type	Date	Time	Light Condition	Surface Condition	Major Cause	Day	Travel Direction	Age	Gender	Residence	Surface Condition	Driver/Vehicle Circumstances 1	Properly Seated	Injury Severity	Value Loss																		
139600335	6004339		1836	1700			Unknown	Thurs	East	48	Female	Inc	Unknown	Unknown	2700																				
139601974	602222	Swale	12096	950			Unknown	Thurs	East	39	Male	Inc	Unknown	Unknown	500																				
139603959	601654	Swale/Imped Direction	2036	2330			Unknown	Thurs	East	50	Male	Inc	Unknown	Unknown	1500																				
139604138	604681	Bicade	12256	2155	Dark - Roadway not Lighted		Headlight Not On	Tues	East	11	Male	Inc	Unknown	Unknown	475	Minor (Bruises/Abrasions)																			
139702232	702722	Other	4197	2330	Dark - Roadway not Lighted		Failure to Have Control	Frid	East	56	Male	Sever	Unknown	Headlight Not On	4500																				
1397031004	703845	Road End	6187	1850	Dry		Following Too Close	Wed	East	14	Female	Inc	Unknown	Failure to Have Control	500																				
139703664	704492	Swale	7079	2300	Dark - Roadway not Lighted		Animal	Mon	East	20	Female	Inc	Unknown	Failure to Have Control	2500																				
139702744	704428	Road End	5127	950	Dry		Following Too Close	Mon	East	20	Male	Inc	Unknown	Unknown	4500	Possible (Complaint of Pain)																			
139705177	707036	Swale/Imped Direction	1029	2430	Dry		Other	Sat	East	23	Male	Sever	Unknown	Following Too Close	2000																				
139706461	708748	Swale	16097	1830	Dark - Roadway not Lighted		Animal	Thurs	East	54	Female	Sever	Unknown	Unknown	1000																				
139800348	801713	Other	30338	741	Dry		Left of Center - Not Passing	Thurs	East	59	Male	Inc	Unknown	Left of Center - Not Passing	17750	Major (Incapacitating)																			
139802892	803472	Road End/Left Turn	62458	1840	Dry		No Signal/Improper Signal	Wed	East	20	Male	Inc	Unknown	No Signal/Improper Signal	9000	Minor (Bruises/Abrasions)																			
1398031455	803860		7128	1620	Dry		Unknown	Sat	South	23	Male	Inc	Unknown	Unknown	1000	Unknown																			
139803336	804189	Swale	80638	820	Dry		Passing Where Prohibited	Thurs	East	22	Male	Inc	Unknown	Passing Where Prohibited	1000																				
139803533	804181	Swale	92230	1945	Dry		Passing - Interfered with Other Vehicle	Sat	East	54	Male	Inc	Unknown	Passing - Interfered with Other Vehicle	3000	Major (Incapacitating)																			
139804233	905301	Road End	52358	2140	Dark - Roadway not Lighted		Following Too Close	Tues	East	48	Female	Inc	Unknown	Exceeding Speed Limit	3500	Possible (Complaint of Pain)																			
139805223	8064254	Swale	10638	2030	Dark - Roadway not Lighted		Animal	Frid	Unknown	50	Male	Inc	Unknown	Other	1000																				
139805981	806626	Head-on	12339	220	Dark - Roadway not Lighted		Left of Center - Not Passing	Sat	East	43	Male	Inc	Unknown	Left of Center - Not Passing	30000	Fatal																			
13980706	804507	Head-on	72333	720	Dry		Passing - Interfered with Other Vehicle	Frid	East	17	Male	Inc	Unknown	Passing - Interfered with Other Vehicle	18000	Major (Incapacitating)																			
139805340	306466	Road End	11033	2200	Dark - Roadway not Lighted		Exceeding Speed Limit	Sat	East	56	Male	Inc	Unknown	Exceeding Speed Limit	16700	Major (Incapacitating)																			
139805651	306566	Road End/Left Turn	12333	2145	Dark - Roadway not Lighted		Passing Where Prohibited	Thurs	East	29	Male	Inc	Unknown	Exceeding Speed Limit	1000	Possible (Complaint of Pain)																			
139805302	307032	Head-on	21633	187	Dark - Roadway not Lighted		Failure to Have Control	Thurs	East	31	Male	Inc	Unknown	Passing Where Prohibited	20000	Major (Incapacitating)																			
139802210	302663	Swale	51333	2378	Dark - Roadway not Lighted		Animal	Thurs	East	26	Male	Inc	Unknown	Unknown	1000	Minor (Bruises/Abrasions)																			
139802626	303189	Head-on	64828	120	Dark - Roadway not Lighted		Unknown	Frid	East	24	Male	Inc	Unknown	Unknown	1000	Minor (Bruises/Abrasions)																			
139804029	304835	Head-on	90333	1500	Dry		Unknown	Frid	East	41	Male	Inc	Unknown	Unknown	1000	Minor (Bruises/Abrasions)																			
139805641	306624	Swale	162333	1710	Dark - Roadway not Lighted		Following Too Close	Mon	East	41	Female	Inc	Unknown	Following Too Close	1000																				
139807730	308243	Swale	12043	1930	Dark - Roadway not Lighted		Animal	Sat	East	14	Male	Inc	Unknown	Unknown	1000	Minor (Bruises/Abrasions)																			
139807762	308395	Swale	12045	2378	Dark - Roadway not Lighted		Animal	Mon	East	11	Male	Inc	Unknown	Unknown	1000	Minor (Bruises/Abrasions)																			
139805803	307021	Swale	12043	2030	Dark - Roadway not Lighted		Animal	Sat	East	31	Male	Inc	Unknown	Unknown	1000	Minor (Bruises/Abrasions)																			
139806247	307533	Road End	12233	730	Dry		Unknown	Wed	East	25	Male	Inc	Unknown	Unknown	1000	Possible (Complaint of Pain)																			
139806333	307720	Other	12273	2100	Dark - Roadway not Lighted		Improper Lane Change	Mon	East	50	Male	Inc	Unknown	Unknown	1000																				
200000195	2284	Broadside/Imped Direction	13900	4018	Dry		Ran Stop Sign	Sat	East	22	Male	Inc	Unknown	Improper Lane Change	100	Minor (Bruises/Abrasions)																			
200002264	27103	Swale	12500	200	Dark - Roadway not Lighted		Animal	Sat	Unknown	44	Male	Inc	Unknown	Ran Stop Sign	500	Fatal																			
200000784	10556	Road End	12500	1830	Dry		Failure to Have Control	Frid	Unknown	50	Male	Inc	Unknown	Unknown	500																				
200002101	25771	Other	51700	1912	Dry		Following Too Close	Wed	East	52	Female	Inc	Unknown	Failure to Have Control	500																				
200002716	34004	Parked	62500	1405	Dry		Failure to Have Control	Sat	East	43	Male	Inc	Unknown	Failure to Have Control	15000	Minor (Bruises/Abrasions)																			
200002461	42330	Swale	72500	2200	Dark - Roadway not Lighted		Animal	Tues	East	22	Male	Inc	Unknown	Unknown	500	Possible (Complaint of Pain)																			
200003596	43300	Head-on	82000	955	Dry		Failure to Have Control	Mon	East	41	Female	Inc	Unknown	Failure to Have Control	500	Possible (Complaint of Pain)																			
200004351	71245	Swale	12230	1100	Dry		Speed Too Fast for Conditions	Frid	East	56	Male	Inc	Unknown	Speed Too Fast for Conditions	500	Possible (Complaint of Pain)																			



Using the mouse, select the vertical lines and move them to the desired positions: between columns I and J and to the right of column R. The Page Break Preview should end up only two pages wide.

Microsoft Excel - accidentsummarysheet

Page Setup [?] [X]

Page | Margins | Header/Footer | Sheet |

Orientation

 ☒ Portrait  ☐ Landscape

Scaling Options...

☒ Adjust to: 56 % normal size

☐ Fit to: 1 page(s) wide by 1 tall

Paper size: Letter

Print quality: 200 dpi

First page number: Auto

OK Cancel

Page Setup | Margins | Header/Footer | **Sheet**

Print area:

Print titles

Rows to repeat at top:

Columns to repeat at left:

Options...

Print

☒ Gridlines

☐ Row and column headings

☐ Black and white

☐ Draft quality

Comments:

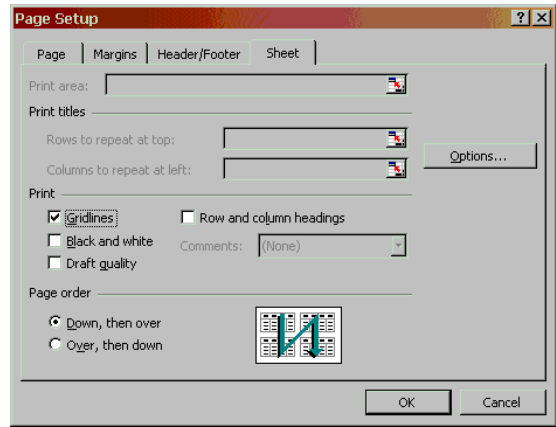
Page order

☒ Down, then over

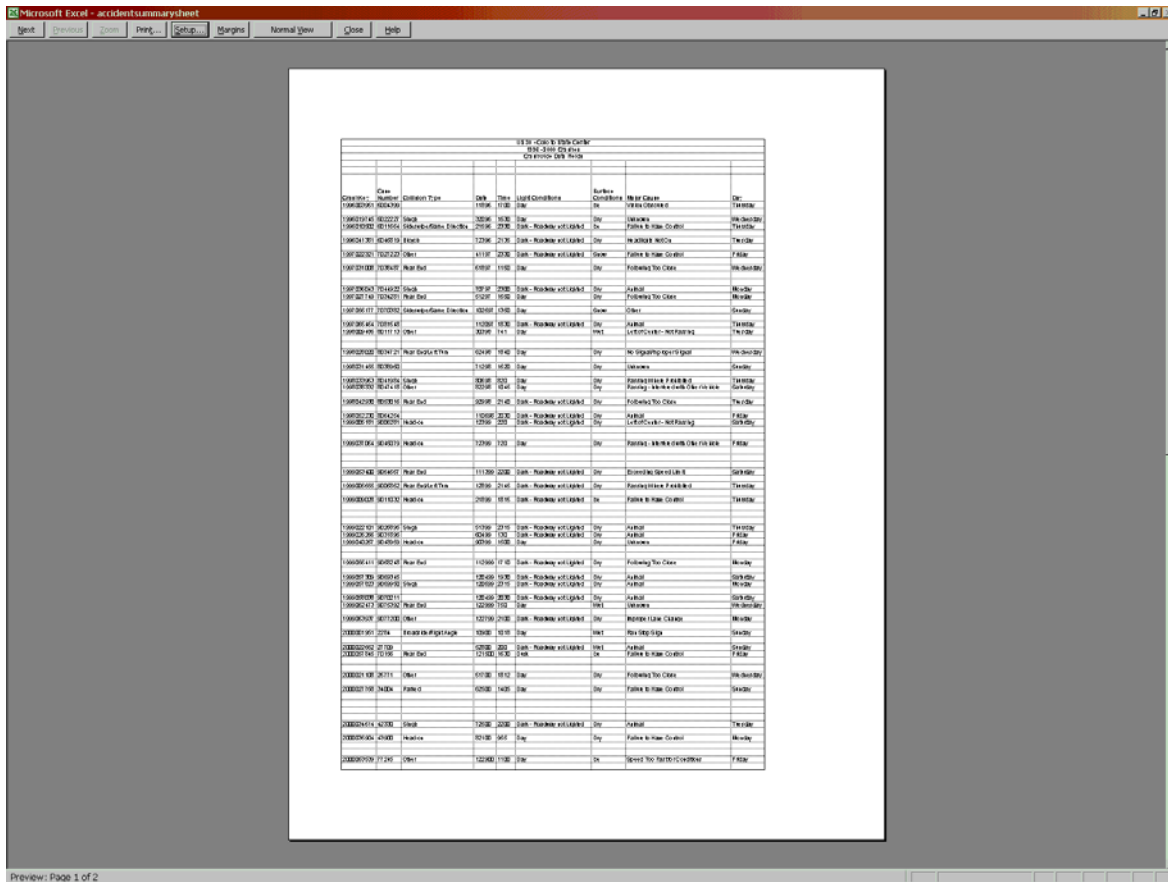
☐ Over, then down

OK Cancel

Click on the Gridlines checkbox:



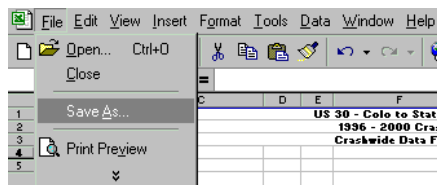
Click the OK button. The Page Setup dialog disappears and gridlines appear on the spreadsheet:



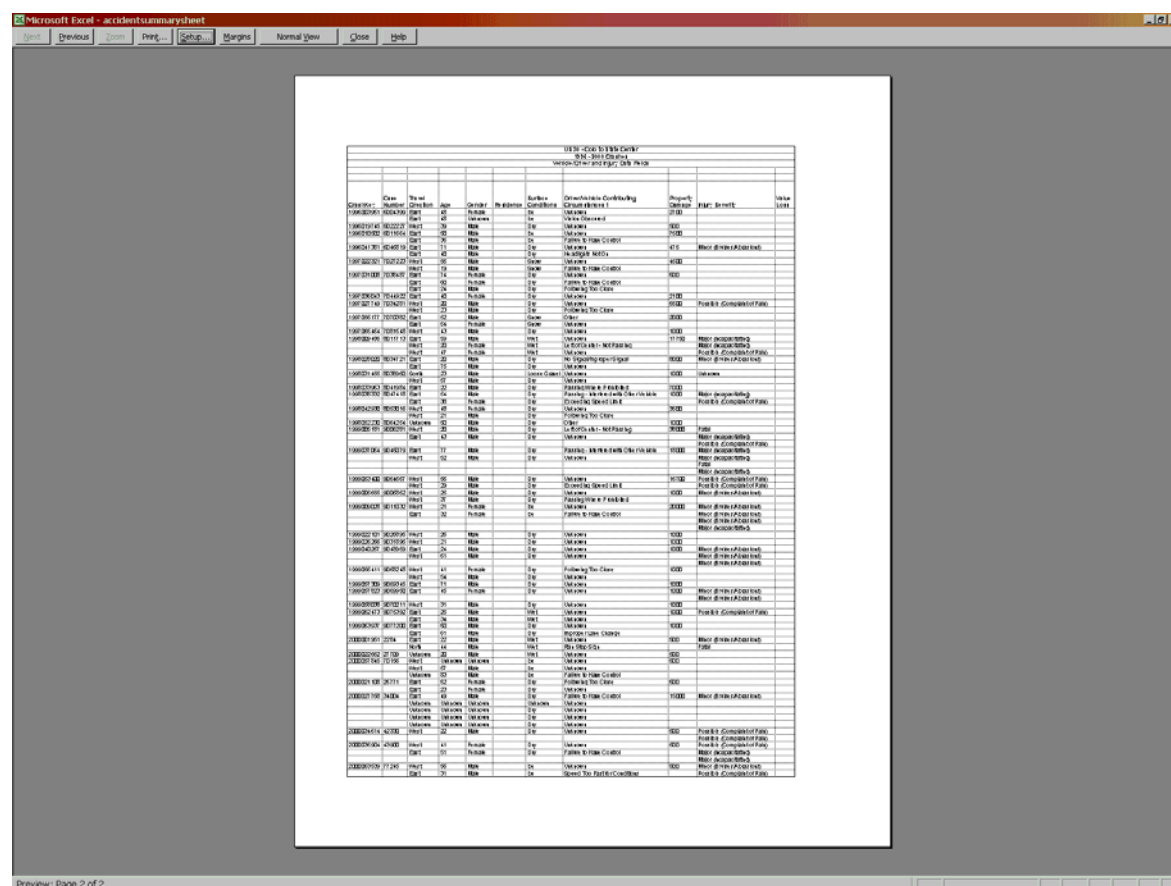
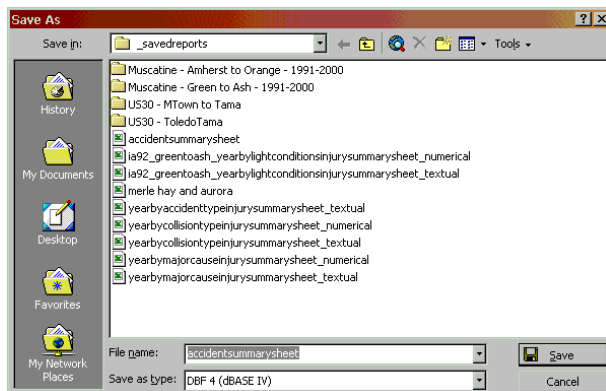
Use the scroll bar to go to the next page.

The second page also has gridlines. Additionally, the Crash Key and Case Number columns appear on the left of the page...connecting this page to the previous:

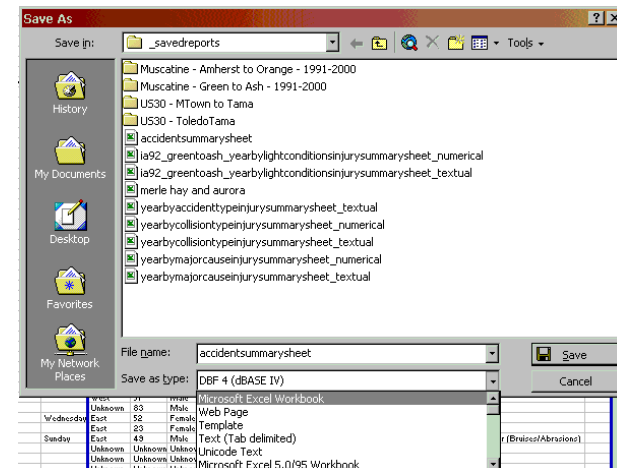
Click on the Close button. The spreadsheet will revert to its normal view. Then click on File > Save As:



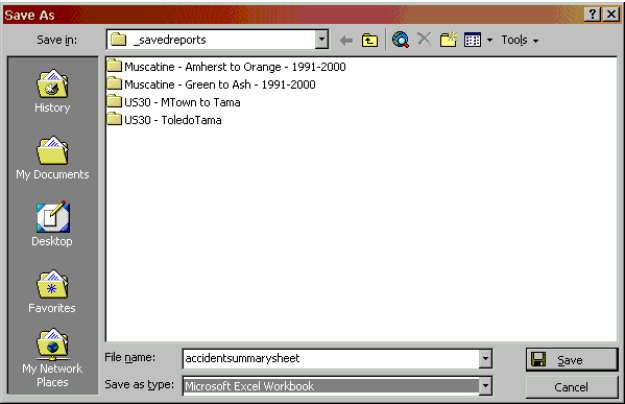
The Save As dialog appears:



Chance the Save as type option from dBASE to MicroSoft Excel Workbook:



Name as you please and Save:



Print if you wish.

For the “year by” reports, construct headers, column names, etc. in much the same way...fitting the titles and information to these files:

Numerical:

Microsoft Excel - yearbymajorcauseinjurysummarysheet_numerical

US 30 - Colo to State Center												
1996 - 2000 Crashes												
Major Causes												
Crashes				Injuries								
Year	Major Cause	Total	Fatal	Injury	PDO	Total	Fatal	Major	Minor	Possible	Unknown	
1996	Animal											
	Ran Traffic Signal											
	Ran Stop Sign											
	Passed Stopped School Bus											
	Passing Where Prohibited											
	Passing - Interfered with Other Vehicle											
	Left of Center - Not Passing											
	FTYROW at Uncontrolled Intersection											
	FTYROW from Stop Sign											
	FTYROW from Yield Sign											
	FTYROW Making Left Turn											
	FTYROW from Driveway											
	FTYROW from Parked Position											
	FTYROW to Pedestrian											
	FTYROW Other											
	Wrong Way on One Way Road											
	Speed Too Fast for Conditions											
	Exceeding Speed Limit											
	Drag Racing											
	Improper Turn											
	Improper Lane Change											
	Following Too Close											
	No Signal/Improper Signal											
	Disregarded RR Signal											
	Disregarded Warning Signal											
	Reckless Driving											
	Improper Backing											
	Illegal/Improper Parking											
	Failure to Have Control	1			1							
	Headlights Not On	1		1		1			1			
	Inattentive/Distracted											
	Driver Confused											
	Vision Obscured	1			1							
	Oversized Vehicle											
	Overloaded with Passengers/Cargo											
	Inexperienced Driver											
	Other											
	Unknown	1			1							
	None Apparent											
1997	Animal	2			2							
	Ran Traffic Signal											

Textual:

Microsoft Excel - yearbymajorcauseinjurysummarysheet_textual

US 30 - Colo to State Center												
1996 - 2000 Crashes												
Major Causes												
Crashes				Injuries								
Year	Major Cause	Total	Fatal	Injury	PDO	Total	Fatal	Major	Minor	Possible	Unknown	
1996	Failure to Have Control	1		1		1				1		
	Headlights Not On	1		1								
	Vision Obscured	1		1								
	Unknown	1		1								
1997	Animal	2		2								
	Following Too Close	2		1	1						1	
	Failure to Have Control	1		1								
	Other	1		1								
1998	Animal	1		1								
	Passing Where Prohibited	1		1								
	Passing - Interfered with Other Vehicle	1		1		2		1			1	
	Left of Center - Not Passing	1		1		3		2			1	
	Following Too Close	1		1								
	No Signal/Improper Signal	1		1		1			1			
	Unknown	1		1		1						1
1999	Animal	5		1	4	2				2		
	Passing Where Prohibited	1		1		1				1		
	Passing - Interfered with Other Vehicle	1	1			4	1	3				
	Left of Center - Not Passing	1	1			3	1	1			1	
	Exceeding Speed Limit	1		1		2					2	
	Improper Lane Change	1		1								
	Following Too Close	1		1								
	Failure to Have Control	1		1		4		1	3			
	Unknown	2		2		4			3		1	
2000	Animal	2		1	1	2					2	
	Ran Stop Sign	1	1			2	1			1		
	Speed Too Fast for Conditions	1		1		2				1	1	
	Following Too Close	1		1								
	Failure to Have Control	3		2	1	4		2	1	1		

FYI, efforts are underway to make this a much easier process.

- Opening exported views in Powerpoint...from opening them thru prettifying them and saving them
- Opening exported themes
- Prettifying views within ArcView (autolabelling, labelling, etc.)
- Setting up a shortcut...updating it
- Short list of SAVER operations, step by step